



**LEON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
Wednesday, November 19th, 2025
2:00 PM Eastern Time
ARPC Conference Room
2507 Callaway Road, Tallahassee, FL 32303**



MEMORANDUM

TO: Transportation Disadvantaged Coordinating Board Members and Interested Parties

FROM: Austin Britt, Staff to the Local Coordinating Board

SUBJECT: Transportation Disadvantaged Coordinating Board Meeting, November 19th, 2025

The Leon County Transportation Disadvantaged Coordinating Board will meet at the above referenced time and location for the first quarter meeting of FY 2025-2026. If there are any questions, please contact Austin Britt at 850-312-1862, or by email at abritt@arpc.org.

BOARD AGENDA

- | | |
|--|----------------------------|
| Call to Order, Prayer, Pledge
Public Comment/Pick up Speaker's card | Rick Minor
Chairperson |
| Roll Call & Welcome New Members | Austin Britt
ARPC Staff |
| 1. Approval of Meeting Minutes – September 2025 | |
| a. Approval of Minutes
<u>*Action Item</u> | Chairperson |
| 2. Old Business: | |
| 3. New Business: | |
| a. Annual Operating Report Review
<u>*Action Item</u> | Mr. Britt |

- b. Community Transportation Coordinator (CTC) Report CTC Staff
Information Only
 - c. ARPC Staff Quarterly Report Mr. Britt
Information Only
 - d. Commission for the Transportation Disadvantaged Update Mr. Britt
Information Only
 - e. Grant Review (if applicable) CTC Staff
Information Only
- 4. Other Business
 - 5. **Public Comments:** Any individual who wishes to address the board is requested to fill out a Speaker Request Form obtained from ARPC staff.
 - 6. Board Member Comments
 - 7. Adjourn

**The next LCB meeting is scheduled for Wednesday, March 18th, 2026, at
2:00 PM Eastern Time**

VISIT OUR WEBSITE AT: <https://www.arpc.org/transportation-disadvantaged>
FOR AGENDA PACKETS, MEETING CALENDARS,
TRANSPORTATION DISADVANTAGED SERVICE PLANS, AND
OTHER TRANSPORTATION PLANNING INFORMATION

TRANSPORTATION DISADVANTAGED DECODER

ABE	Annual Budget Estimate
ADA	Americans with Disabilities Act
AER	Actual Expenditure Report
AHCA	Agency for Health Care Administration
AOR	Annual Operating Report
APR	Annual Performance Report
ARPC	Apalachee Regional Planning Council
BOCC	Board of County Commissioners
CTC	Community Transportation Coordinator
CTD	Commission for the Transportation Disadvantaged (Commission)
CTS	Coordinated Transportation System
DCF	Department of Children & Families
DEA	Department of Elder Affairs
DOE/VR	Department of Education/Vocational Rehabilitation
DOPA	Designated Official Planning Agency
DOT	Department of Transportation
DVA	Department of Veteran Affairs
FAC	Florida Administrative Code
FS	Florida Statutes
FTA	Federal Transit Administration
FY	Fiscal Year
LCB	Local Coordinating Board
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
PE	Public Education
RFP	Request for Proposal
RFQ	Request for Qualifications
SSPP	Safety System Program Plan
TD	Transportation Disadvantaged
TDCB	Transportation Disadvantaged Coordinating Board
TDSP	Transportation Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund

AGENDA ITEM: 1a

SUBJECT: Approval of the minutes from the last quarters Local Coordinating Board (LCB) meeting.

BACKGROUND: As required by the Commission for the Transportation Disadvantaged (CTD), and the Florida Administrative Code, Rule 41-2.012(5)(a), The LCB shall maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Commission and the Chairperson of the designated official planning agency.

ATTACHMENTS: Minutes from the September 2025 LCB meeting

REQUESTED ACTION: A motion and vote to approve the September 2025 LCB meeting minutes.

ACTION TAKEN AT MEETING:



**LEON COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD
MEETING MINUTES**



Wednesday, September 17, 2025

2:00 PM Eastern Time

ARPC Conference Room

2507 Callaway Road, Tallahassee, Florida

Call to Order

Vice-Chairperson Wanda Stokely called the meeting to order and led the Pledge of Allegiance. Nancy Folsom led the Prayer. Austin Britt, staff to the Board, called the roll.

Roll Call & Welcome New Members

Representation	Member's Name Alternate's Name	Sept. 2025	Nov.2025	Mar. 2026	June 2026
Chairperson	Rick Minor	A			
Elderly	Wanda Stokley	P			
Disabled	Nancy Folsom	P			
Citizen Advocate	Marcus West	P			
Citizen Advocate/User	Cassandra Jessie	P			
Veterans	Ben Bradwell Sean Brantley, alt. 1	A			
Community Action	Marcellas Durham	A			
Public Education	(vacant)	(Vacant)			
Children at Risk	Amanda Madden Chris Szorcsik, alt. 1	P			
Workforce Dvp Bd	Kevin Harrington	P			
Medical	Brandi Knight	A			
FDOT	Debbie "Toni" Prough Zach Balassone, alt. 1	A			
FDCF	Byron Wade Terrance Watts, alt. 1	P			
FDOE/VR	Danielle Byrd	P			
FDEA	(Vacant)	(Vacant)			
AHCA	Ashlee Barton Latarsha Hampton, alt. 1	P			
APD	Mariah Evans Dwayne Jones, alt. 1	P			
Private Trans. Industry	(Vacant)	(Vacant)			

P=Present, A=Absent, ALT=Alternate attended, R=Resigned

Others Present

Star Metro	Andrea Rosser
Star Metro	Jorge Puente
Star Metro	Star Metro
Big Bend Transit	Shawn Mitchell
Public	Linda Clark
Apalachee Regional Planning Council	Austin Britt

The Vice-Chairperson requested that the minutes show a quorum was present.

1. Approval of June 2025 Board Meeting Minutes

a. Approval of Minutes

As required by the Commission for the Transportation Disadvantaged (CTD), and Florida Administrative Code, Rule 41-2.012(5)(a), the minutes from the June 2025 Transportation Disadvantaged Coordinating Board (TDCB) meeting were submitted for approval by the Local Coordinating Board (LCB).

Action: A motion was made to approve the minutes from the previous meeting as presented. The motion was passed and the minutes were approved as presented.
(Motion: Jessie, Second: Folsom)

2. Old Business

Mr. Britt informed the LCB that there was no old business for discussion at this time.

3. New Business

a. Election of a Vice Chairperson

As required by the CTD, and Florida Administrative Code, Rule 41-2.012(2), the election of the Vice-Chairperson was held at the September “organizational” meeting.

Action: Ms. Wanda Stokely informed the LCB that she would be stepping down from her Vice-Chairperson position. A motion was made to nominate Ms. Cassandra Jessie to serve as the Vice-Chairperson. With no further nominations, the motion was passed and Ms. Jessie was elected as Vice-Chairperson.
(Motion: Folsom, Second: Byrd)

b. Adoption of the Bylaws

The TDCB shall, as required by the CTD Planning Grant Agreement, Task 5: Develop and annually update Bylaws for LCB approval.

Mr. Britt presented the Bylaws in their entirety to the LCB. He noted there were minimal changes but still brought attention to items including the appointment of alternates, general membership make-up, and explanation of the duties of the LCB and Administrative Committee.

Action: A motion was made to approve the adoption of the Bylaws as presented. The motion was passed and the Bylaws were adopted as presented.
(Motion: West, Second: Barton)

c. Selection of an Administrative Committee

As required by the TDCB Bylaws: (II.H.Committees), the LCB will appoint three members to the Administrative Committee.

Action: A motion was made to appoint Ms. Folsom to the lone vacancy on the Administrative Committee and to retain Ms. Stokely and Commissioner Minor from the previous year.
With no further nominations, the motion was passed and the appointment of the Administrative Committee members was approved.
(Motion: Jessie, Second: West)

d. Selection of the Grievance Committee

As required by the CTD, Florida Administrative Code, Rule 41-2.012(5)(c), and the TDCB Bylaws: (II.H.Committees), the LCB will appoint three members to the Grievance Committee.

Action: A motion was made to appoint Ms. Madden to the lone vacancy on the Grievance Committee and to retain Ms. Stokely and Ms. Byrd from the previous year.
With no further nominations, the motion was passed and the appointment of the Grievance Committee members was approved.
(Motion: West, Second: Jessie)

e. Adoption of Complaint and Grievance Procedures

As required by the CTD, Florida Administrative Code, Rule 41-2.012(5)(c), and the CTD Planning Grant Agreement, Task 6: Develop, annually update, and implement LCB Complaint and Grievance Procedures in accordance with the CTD's most recent TDCB and Planning Agency Operating Guidelines.

Mr. Britt presented the Complaint and Grievance Procedures in their entirety to the LCB. He noted there were minimal changes but still brought attention to items including updated contact information, and an explanation of the duties of LCB and Grievance Committee.

Action: A motion was made to approve the adoption of the Complaint and Grievance Procedures as presented.
The motion was passed and the Complaint and Grievance Procedures were adopted as presented.
(Motion: Barton, Second: West)

f. Community Transportation Coordinator (CTC) Report

Mr. Puente presented the report from April 1, 2025 to June 30, 2025. He reported that the CTC had 24,979 trips with 7,642 of those being CTD/TDTF funded trips. Of the CTD/TDTF funded trips, 17% were for education/training, 43% for employment, another 26% for medical appointments, 0% for nutritional and life-sustaining activities, and 14% for social/personal/recreational trips. He went on to say the CTC recorded 145,240 vehicle miles, 117,508 revenue miles, 124,947 passenger miles, 4 accidents, 2 roadcalls, 0 commendations, 38 concerns, 854 no-shows, and 1,093 unduplicated passengers. It was also noted that they've spent \$610,500.78 of their \$681,494 allocation for FY 24-25.

Action: Information Only

g. ARPC Quarterly Report

Mr. Britt stated that this report has been submitted to the CTD. Major tasks completed this quarter included the quarterly Transportation Disadvantaged LCB meeting and minutes of the meeting, also the Transportation Disadvantaged Service Plan (TDSP) update. He also informed the LCB that Planning Agency staff virtually attended the CTD business meeting on June 26, 2025.

Action: Information Only

h. Commission for the Transportation Disadvantaged (CTD) Update

Mr. Britt informed the LCB that he attended the 2025 FPTA/CTD Annual Conference from September 2 – 4, 2025, in St. Pete Beach, FL.

Action: Information Only

i. Grant Review (if applicable)

Mr. Britt informed the LCB that there were currently no grants to review.

Action: Information Only

4. Other Business

a. Records Update

Mr. Britt announced that as part of the first meeting of the fiscal year, it is also considered the "organizational meeting". He requested that the LCB review the member roster to make sure he had the correct contact information for all LCB members, and that, if needed, they could designate an alternate in their stead.

Action: Information Only

b. New Member Training/Public Workshop Announcement

Mr. Britt announced that immediately preceding the next meeting there would be a formal public workshop. This public workshop will include a Transportation Disadvantaged 101 Presentation to help educate members of the public and new TDCB members about the Transportation Disadvantaged Program, and also serve as a refresher course for any returning members. He mentioned this workshop would be considered a separate meeting from the normal quarterly meeting.

Action: Information Only

5. Public Comments

There were no comments from members of the public present at the meeting.

6. Board Member Comments

Board members requested more information from the CTC regarding some of its operational policies and practices, including the different categories of trips provided to riders and how that effects the system, how information from the CTC is being distributed to citizens in the surrounding areas, if same-day rides are available, and what qualifies as a valid reason to be able to obtain same-day rides if needed. Board members also requested that the CTC provide packets that encompass all related information and forms about the CTC and TD program to those who inquire about the services.

StarMetro informed the LCB that to help avoid biases and inconsistent information, same-day trip requests are reviewed on a case-by-case basis. The purpose of StarMetro's Options program is to help in situations with these types of rider trips. They informed the LCB that the StarMetro Dial-a-Ride program encompasses 3 programs in total, and the application process includes updating rider information as the process move through the different programs.

StarMetro informed the LCB that they have updated the CTC website and have printed info for riders to help learn and stay up to date about the process. The CTC is also continuously working on improving their process for providing information to the public and will continue to work to improve their customer service experience. StarMetro stated that in response to requests from the LCB, the CTC will begin developing an all-in-one informational packet to provide to anyone who inquires about the CTC and TD program services.

7. Adjourn

There being no further business, a motion to adjourn was passed.
(Motion: Richards, Second: Barton)

Approved by majority vote of the Transportation Disadvantaged Coordinating Board on the 19th day of November 2025.

Signed:

Attest:

Rick Minor, Chairperson
Wanda Stokley, Vice-Chairperson

Austin Britt,
TD Program Coordinator

AGENDA ITEM: 3a

SUBJECT: Annual Operating Report Review (AOR)

BACKGROUND: Each Community Transportation Coordinator (CTC) submits an Annual Operating Report (AOR) to the Commission for the Transportation Disadvantaged each September, covering the fiscal year July 1st – June 30th. The LCB is asked to review the AOR and authorize the Chairperson to sign the document.

The AOR provides information used for the annual CTC Evaluation.

The CTC staff will review the AOR with the LCB, prior to requesting the signature of the Chairperson.

ATTACHMENTS: Annual Operating Report, FY 2024-2025

REQUESTED ACTION: A motion and vote for the Chairperson to sign indicating that the Annual Operating Report has been reviewed.

ACTION TAKEN AT MEETING:



CTC Organization

County: Leon

Fiscal Year: 7/1/2024 - 6/30/2025

CTC Status: Approved

CTD Status: Approved

Date Initiated: 7/28/2025

CTC Organization Name: StarMetro - City of Tallahassee

Address: 555 South Appleyard Drive

City: Tallahassee

State: FL

Zip Code: 32304

Organization Type: City Government

Network Type: Partial Brokerage

Operating Environment: Urban

Transportation Operators: Yes

Number of Transportation Operators: 3

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Rick Minor

CTC Contact: Jorge J. Puente

CTC Contact Title: Assistant Paratransit Manager

CTC Contact Email: Jorge.Puente@TalGov.com

Phone: (850) 891-5412

CTC Certification

I, Jorge J. Puente, 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, Rick Minor, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



CTC Trips

County: Leon

CTC Status: Approved

CTC Organization: StarMetro - City of Tallahassee

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	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	0	N/A	0	0	N/A	0
Weekly Pass Trips	0	N/A	0	0	N/A	0
Monthly Pass Trips	5,712	N/A	5,712	5,244	N/A	5,244
Deviated Fixed Route Service	1,908	N/A	1,908	4,511	N/A	4,511
Complementary ADA Service	28,480	N/A	28,480	36,857	N/A	36,857
Paratransit						
Ambulatory	16,385	0	16,385	18,811	0	18,811
Non-Ambulatory	5,915	0	5,915	6,310	0	6,310
Stretcher	0	0	0	0	0	0
Transportation Network Companies	5,694	N/A	5,694	3,125	N/A	3,125
Taxi	48,007	N/A	48,007	45,921	N/A	45,921
School Board (School Bus)	0	N/A	0	0	N/A	0
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	112,101	0	112,101	120,779	0	120,779
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)	72,169	N/A	72,169	80,093	N/A	80,093
Total - Contracted Transportation Operator Trips	72,169	0	72,169	80,093	0	80,093
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	0	0	0	0	0	0
Comm for the Transportation Disadvantaged (CTD)	27,663	N/A	27,663	35,011	N/A	35,011
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
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	0	0	0	0	0
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)	7,433	0	7,433	8,528	0	8,528
Local Government	75,097	0	75,097	72,729	0	72,729
Local Non-Government	1,908	0	1,908	4,511	0	4,511
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	112,101	0	112,101	120,779	0	120,779



CTC Trips (cont'd)

County: Leon

CTC Status: Approved

CTC Organization: StarMetro - City of Tallahassee

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	33,416	0	33,416	39,560	0	39,560
Children At Risk	1,714	0	1,714	1,266	0	1,266
Persons With Disabilities	68,400	0	68,400	56,486	0	56,486
Low Income	1,118	0	1,118	14,431	0	14,431
Other	7,453	0	7,453	9,036	0	9,036
Total - Passenger Type	112,101	0	112,101	120,779	0	120,779
Trip Purpose - One Way						
Medical	26,568	0	26,568	23,499	0	23,499
Employment	46,298	0	46,298	36,363	0	36,363
Education/Training/Daycare	16,255	0	16,255	18,433	0	18,433
Nutritional	1,121	0	1,121	887	0	887
Life-Sustaining/Other	21,859	0	21,859	41,597	0	41,597
Total - Trip Purpose	112,101	0	112,101	120,779	0	120,779
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	1,093	0	1,093	1,180	0	1,180
Total - UDPHC	1,093	0	1,093	1,180	0	1,180
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	3,300	N/A	3,300	4,029	N/A	4,029
Customer Feedback						
Complaints	183	N/A	183	140	N/A	140
Commendations	0	N/A	0	1	N/A	1



CTC Vehicles & Drivers

County: Leon

CTC Status: Approved

CTC Organization: StarMetro - City of Tallahassee

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	23,227	N/A	23,227	49,668	N/A	49,668
Complementary ADA Service Miles	192,887	N/A	192,887	314,989	N/A	314,989
Paratransit Miles	252,391	0	252,391	239,093	0	239,093
Transportation Network Companies (TNC) Miles	28,867	N/A	28,867	15,424	N/A	15,424
Taxi Miles	299,970	N/A	299,970	286,183	N/A	286,183
School Board (School Bus) Miles	0	N/A	0	0	N/A	0
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	797,342	0	797,342	905,357	0	905,357
Roadcalls & Accidents						
Roadcalls	55	0	55	78	0	78
Chargeable Accidents	4	0	4	7	0	7
Vehicle Inventory						
Total Number of Vehicles	85	0	85	103	0	103
Number of Wheelchair Accessible Vehicles	36	0	36	103	0	103
Drivers						
Number of Full Time & Part Time Drivers	83	0	83	121	0	121
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Leon

CTC Status: Approved

CTC Organization: StarMetro - City of Tallahassee

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 675,190	N/A	\$ 675,190	\$ 614,831	N/A	\$ 614,831
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 43,394	N/A	\$ 43,394	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 109,923	\$ 0	\$ 109,923	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 439,895	\$ 0	\$ 439,895	\$ 174,429	\$ 0	\$ 174,429
49 USC 5311	\$ 184,788	\$ 0	\$ 184,788	\$ 406,253	\$ 0	\$ 406,253
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Government						
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
County Cash	\$ 0	\$ 0	\$ 0	\$ 120,000	\$ 0	\$ 120,000
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 1,009,637	\$ 0	\$ 1,009,637	\$ 713,990	\$ 0	\$ 713,990
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 26,153	\$ 0	\$ 26,153	\$ 293,569	\$ 0	\$ 293,569
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 2,488,980	\$ 0	\$ 2,488,980	\$ 2,323,072	\$ 0	\$ 2,323,072



CTC Expense Sources

County: Leon

CTC Status: Approved

CTC Organization: StarMetro - City of Tallahassee

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 562,087	\$ 0	\$ 562,087	\$ 437,850	\$ 0	\$ 437,850
Fringe Benefits	\$ 242,868	\$ 0	\$ 242,868	\$ 132,879	\$ 0	\$ 132,879
Services	\$ 51,653	\$ 0	\$ 51,653	\$ 10,722	\$ 0	\$ 10,722
Materials & Supplies Consumed	\$ 279,886	\$ 0	\$ 279,886	\$ 173,319	\$ 0	\$ 173,319
Utilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Casualty & Liability	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
Bus Pass	\$ 18,088	N/A	\$ 18,088	\$ 16,606	N/A	\$ 16,606
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 66,989	N/A	\$ 66,989	\$ 34,424	N/A	\$ 34,424
Taxi	\$ 727,099	N/A	\$ 727,099	\$ 620,906	N/A	\$ 620,906
Contracted Operator	\$ 540,310	N/A	\$ 540,310	\$ 896,366	N/A	\$ 896,366
Total - Expense Sources	\$ 2,488,980	\$ 0	\$ 2,488,980	\$ 2,323,072	\$ 0	\$ 2,323,072

County: Leon
 CTC: StarMetro - City of Tallahassee
 Contact: Jorge J. Puente
 555 South Appleyard Drive
 Tallahassee, FL 32304
 850-891-5412
 Email: Jorge.Puente@TalGov.com

Demographics	Number
Total County Population	0
Unduplicated Head Count	1,093



Trips By Type of Service	2023	2024	2025	Vehicle Data	2023	2024	2025
Fixed Route (FR)	5,232	5,244	5,712	Vehicle Miles	905,991	905,357	797,342
Deviated FR	9,069	4,511	1,908	Roadcalls	313	78	55
Complementary ADA	43,648	36,857	28,480	Accidents	3	7	4
Paratransit	22,629	25,121	22,300	Vehicles	134	103	85
TNC	0	3,125	5,694	Drivers	125	121	83
Taxi	40,418	45,921	48,007				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	120,996	120,779	112,101				
Passenger Trips By Trip Purpose				Financial and General Data			
Medical	28,071	23,499	26,568	Expenses	\$2,556,973	\$2,323,072	\$2,488,980
Employment	32,067	36,363	46,298	Revenues	\$2,556,973	\$2,323,072	\$2,488,980
Ed/Train/DayCare	19,871	18,433	16,255	Commendations	7	1	0
Nutritional	492	887	1,121	Complaints	289	140	183
Life-Sustaining/Other	40,495	41,597	21,859	Passenger No-Shows	3,666	4,029	3,300
TOTAL TRIPS	120,996	120,779	112,101	Unmet Trip Requests	0	0	0
Passenger Trips By Revenue Source				Performance Measures			
CTD	29,213	35,011	27,663	Accidents per 100,000 Miles	0.33	0.77	0.50
AHCA	0	0	0	Miles between Roadcalls	2,895	11,607	14,497
APD	6,996	0	0	Avg. Trips per Passenger	99.42	102.36	102.56
DOEA	0	0	0	Cost per Trip	\$21.13	\$19.23	\$22.20
DOE	0	0	0	Cost per Paratransit Trip	\$25.88	\$24.83	\$31.83
Other	84,787	85,768	84,438	Cost per Total Mile	\$2.82	\$2.57	\$3.12
TOTAL TRIPS	120,996	120,779	112,101	Cost per Paratransit Mile	\$3.01	\$2.73	\$3.58
Trips by Provider Type							
CTC	44,205	40,686	39,932				
Transportation Operator	76,791	80,093	72,169				
Coordination Contractor	0	0	0				
TOTAL TRIPS	120,996	120,779	112,101				

AGENDA ITEM: 3b

SUBJECT: Community Transportation Coordinator Report

BACKGROUND: The LCB serves as an advisory Board to the CTC and evaluates their services and seeks innovative ways to improve cost-effectiveness, efficiency, and safety. To fulfill this requirement, the CTC provides a quarterly summary of coordination activities and a financial report of sponsored and non-sponsored trip costs.

ATTACHMENTS: CTC Quarterly Report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:

Leon County
Community Transportation Coordinator

**Local Coordinating Board
Quarterly Report**

July 2025 to September 2025

Prepared by
Jorge J. Puente
Assistant Paratransit Manager
City of Tallahassee – StarMetro

Number of Trips Provided through All Funding Sources

During this reporting period the Community Transportation Coordinator provided a total of 24,875 trips. Approximately 85.70% of the trips provided were for ambulatory customers and 14.29% of the trips were for customers using a wheelchair.

Trip Type System Wide				
	July	August	September	Total
Ambulatory	7,072	7,065	7,181	21,318
Wheelchair	1,259	1,103	1,195	3,557
Total	8,331	8,168	8,376	24,875

Cancellations and No Shows

During this reporting period the Community Transportation Coordinator received a total of 4,363 advance cancellations: averaging 1,454 cancellations per month. For the same period, the Community Transportation Coordinator received a total of 695 no shows, averaging 231 per month.

Cancellations and No Shows				
	July	August	September	Total
Advanced Cancellations	1,438	1,455	1,470	4,363
No Shows	238	249	208	695
Total	1,676	1,704	1,678	5,058

Trips Provided Using Transportation Disadvantaged Funds (Non-Sponsored Trips Only)

During this reporting period, the Community Transportation Coordinator provided a total of 8,925 non-sponsored trips. Approximately 85.88% of the trips provided were for ambulatory customers and 14.11% for wheelchair dependent customers.

Trip Type Non-Sponsored				
	July	August	September	Total
Ambulatory	2,437	2,551	2,677	7,665
Wheelchair	477	360	423	1,260
Total	2,914	2,911	3,100	8,925

For 8,925 the total trips provided this period, 14.72% were for education/training, 44.79% employment, 28.24% for medical appointments, 0% for nutritional, and 11.36% for social/personal/recreational purposes.

Trip Purpose				
	July	August	September	Total
Education/Training	393	429	492	1,314
Employment	1,265	1,329	1,404	3,998
Medical	873	793	855	2,521
Nutrition	38	23	17	78
Other	345	337	332	1,014
Total	2,914	2,911	3,100	8,925

Payment to Transportation Providers

StarMetro, as the Community Transportation Coordinator for Leon County, attests that all vendors are paid according to EXHIBIT A, SECTION 6.2 REIMBURSEMENT as outlined in their contract for COMMUNITY TRANSPORTATION SERVICES.

COMMUNITY TRANSPORTATION COORDINATOR OPERATIONAL REPORT

COUNTY/CTC	Leon County / StarMetro
REPORTING PERIOD	July to September, 2025
NAMES OF OTHER OPERATORS	Big Bend Transit, Yellow Cab Uber

TRIP PURPOSE	# TRIPS	VEHICLES*	20
Education/Training	1,314	VEHICLE MILES	127,484
Employment	3,998	REVENUE MILES	102,914
Medical	2,521	PASSENGER MILES	102,280
Nutrition	78		
Other	1,014	ACCIDENTS	2
		Persons Only	0
TOTAL TRIPS	8,925	Vehicles Only	2
		Veh & Persons	0
PURCHASERS	# TRIPS	ROADCALLS	2
<i>List all purchasers -</i>			
Americans with		COMMENDATIONS	0
Disabilities Act	13,355	CONCERNS	36
Florida Commission		GRIEVANCES	0
for the TD	8,925		
Florida Department of		UNMET REQUESTS	0
Transportation	1,934	DEFERRED TRIPS	0
Other trips		NO-SHOWS	695
FLEX	661	UNDUP PASSENGERS	749
TOTAL TRIPS	24,875		

CONTRACTS	CONTRACT PERIOD	ANNUAL AMOUNT OF ALLOCATION	AMOUNT SPENT TO DATE
CTD/Non-Sponsored	July-June	\$ 697,749.00	\$233,145.42
			33.4%

* Vehicle count indicates dedicated vehicles only.

AGENDA ITEM: 3c

SUBJECT: ARPC Quarterly Report

BACKGROUND: The Designated Official Planning Agency (DOPA) submits a quarterly report to the Commission for the Transportation Disadvantaged as part of the planning grant deliverables. The **first quarter** report is provided for review.

ATTACHMENTS: ARPC first quarter report

REQUESTED ACTION: Information Only

ACTION TAKEN AT MEETING:



SERVICE AREA/COUNTIES:

LEON

INVOICE NUMBER:

G3D21 Q1

INVOICE DATE:

October 8, 2025

QUARTER SERVICE DATES:

July 1 - September 30, 2025

AGENCY

Apalachee Regional Planning Council

I PROGRAM MANAGEMENT	PROGRESS
A. 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. (Tasks 2A)	No activity this quarter.
B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board. (41-2.012, FAC)	Used process to appoint members to LCB with terms effective 7/1/25.
C. Prepare agendas for local coordinating board meetings consistent with the <i>Local Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Prepared and submitted September LCB agenda to CTD and LCB members. A copy of the agenda is attached.
D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)	Final minutes of the June 2025 LCB meeting are attached. Draft minutes of the September 2025 LCB meeting are attached.
E. Provide at least one public workshop annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)	No activity this quarter.
F. Provide staff support for committees of the local coordinating board. (Task 3)	The Administrative and Grievance committees were appointed at the September 2025 meeting. Staff support remains ongoing as necessary.
G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)	Bylaws were adopted by the LCB at the September 2025 LCB meeting. LCB approved Bylaws to CTD are attached.
H. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission 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. A copy of the approved procedures shall be submitted to the Commission. (Task 6)	Grievance Procedures were adopted by the LCB at the September 2025 LCB meeting. LCB approved Procedures to CTD are attached.
I. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)	A copy of the current membership roster and mailing list is attached.
J. Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i> . (Task 3)	Public notice was mailed to the local newspaper announcing the September 2025 LCB meeting. A copy of the notice is attached.

K. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)	No activity this quarter.
L. Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)	The AER was submitted to the CTD on September 15, 2025.

II. SERVICE DEVELOPMENT	PROGRESS
A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)	No activity this quarter.
B. Encourage integration of “transportation disadvantaged” issues into local and regional comprehensive plans . Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)	Ongoing.
C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)	Ongoing.

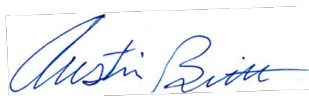
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)	April-June 2025 Quarterly Report was emailed to the CTD in July 2025 and was provided to the LCB at the September 2025 meeting.
B. Attend at least one Commission-sponsored training , including but not limited to, the CTD’s regional meetings, the CTD’s annual training workshop, or other sponsored training. (Task 10)	Planning Agency Staff attended the 2025 FPTA/CTD Annual Training Conference & Expo, held in St. Pete Beach, FL from September 2-4, 2025.
C. Attend at least one CTD meeting each year within budget/staff/schedule availability.	Planning Agency staff attended the CTD business meeting on September 25th.
D. Notify CTD staff of local TD concerns that may require special investigations.	No activity this quarter.
E. Provide training for newly-appointed LCB members. (Task 3)	No activity this quarter.
F. Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.	No activity this quarter.

G. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)	No activity this quarter.
H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)	No activity this quarter.
I. Assist the CTD in joint reviews of the CTC.	No activity this quarter.
J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.	There are no coordination contracts. No activity this quarter.
K. Implement recommendations identified in the CTD's QAPE reviews.	No activity this quarter.

Other Items of Development and Update in accordance with Laws, Rules, and Commission policy:

1. Presented TD information at the ARPC Board meetings in August.
2. Updated ARPC website as needed.

By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.



Representative

Date: 10/8/2025