



TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)

Ellen Higinbotham, *FDC&F Representative*
George Millar, *Public Education Representative*
Tracy Dean, *FDOT Representative*
Dr. Harry Hurst, *Citizen's Advocate*
Toni Teresi, *Senior Community Representative*
William Parden, *Disabled Community Representative*
Laurie Sang, *CCECS Representative*

Sue Rux, *FACA Representative*
Joel Herman, *VA Representative*
Hylan Bryan, *FDEA Representative*
Cindy Barnes, *FAHCA Representative*
Catherine Viggiano, *FDVR Representative*
Vacant, *Citizen's Advocate*

Bob Solari, Chairman

AGENDA

The Transportation Disadvantaged Local Coordinating Board will meet at 10:00AM on Thursday, February 25, 2010, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

1. Call to Order
2. Approval of minutes of the November 19, 2009 meeting
3. Election of Vice-Chair and Confirmation of Yearly Calendar of Meetings
4. Appointment of Member to the Treasure Coast Transportation Council Regional Advisory Committee (RAC)

Unfinished Business

None

New Business

5. TDLCB Chairman's Report
6. Planning Status Report
7. Community Transportation Coordinator Status Report
8. Review of Progress Report and Reimbursement Invoice #2 for the 2010 Planning Grant
9. Designation of Community Transportation Coordinator (CTC) Evaluation Sub-Committee
10. Consideration of Adoption of ITS Regional Architecture by Indian River County

Other New Business

11. Adjournment

Note: The next meeting of the Transportation Disadvantaged Local Coordinating Board, will be held on May 27, 2010 at 10:00 AM, Conference Room B1-501, County Administration Building B, 1800 27th St., Vero Beach, FL.

**To view the TDLCB Agenda packet on-line please go to the following link:
<http://www.ircgov.com/Boards/TDLCB/2010/agendas/TDLCB022510A.pdf>**

ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING MAY CONTACT THE COUNTY'S ADA COORDINATOR AT 567-8000, EXT. 223 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.

ANYONE WHO MAY WISH TO APPEAL ANY DECISION WHICH MAY BE MADE AT THIS MEETING WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL WILL BE BASED.



TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

TDLCB MINUTES

Thursday, November 19, 2009
Building A, conference Room A1-102
1800 27th Street
Vero Beach, FL 32960-3365

MEMBERS PRESENT:

Bob Solari, Chairman	IRC Commissioner District 5
Joel Herman	Veteran's Service Office
William Lundy Parden, Vice-Chairman	Rep. for the Handicapped
Cindy Barnes	FL Agency for Health Care Administration
Catherine Viggiano	FL Dept. of Education, Div. Voc. Rehab.
Dr. Harry Hurst	Citizen Advocate Representative
Sue Rux	Economic Opportunities Council
Kathleen Hiro (alternate for Laurie Sang)	Early Childhood Services
Hylan Bryan	Florida Department of Elder Affairs
George Millar	Public Education Representative

MEMBERS NOT PRESENT:

Ellen Higinbotham	Department of Children and Families
Toni Purvis Teresi	Representative for Senior's
Tracy Dean	FL Dept. of Transportation

OTHERS PRESENT:

Phil Matson	IRC Metropolitan Planning Organization
Karen Wood	Senior Resource Association
Beth Casano	Recording Secretary

(NOTE: The following is a summary with emphasis on motions and decisions requiring action. An audio recording of the meeting can be heard at www.irc.gov/Boards/TDLCB/2009.htm.)

REGULAR SCHEDULED MEETING

1. Chairman Solari called the meeting to order at 10:00 a.m.

2. Approval of Minutes

ON MOTION BY Mr. Millar and **SECONDED BY** Ms. Barnes the Board unanimously voted to approve the minutes of August 27, 2009.

Unfinished Business

None

3. TDLCB Chairman's Report

None

4. Planning Status Report

None

5. Community Transportation Coordinator Status Report

As Ms. Wood was running a few minutes late, Mr. Matson began the review of the quarterly report. (July, August, September) Mr. Matson was pleased to announce: GoLine Route #13 will be operational by January 4, 2010 providing general public and students the opportunity to be transported between the Outlet Mall, Indian River State College and the Mueller Campus; new vans arrived and new buses will be delivered sometime in December; ground breaking for the new main hub which will be relocated from Pocahontas Park to the area/loop where the former IRC administration building stood. Ms Wood arrived and added that their newest team member, Paul Klubek, was proving to be an asset.

Commissioner Solari stated he was very pleased with the entire system and thanked everyone for doing such an impressive job.

Mr. Herman inquired as to the number of people projected to ride GoLine Route #13 and Ms. Wood replied that IRSC is conducting a survey showing positive numbers and responses, especially from parents of students. Discussion ensued with Ms. Wood giving the following answers to questions that arose: trips should run from seven in the morning until three in the afternoon and if ridership numbers show steady increase then IRSC will seek to fund longer hours with matching dollars; one bus will just be a shuttle; trips will be approx. an hour each way.

6. Annual CTC Evaluation Report.

Mr. Matson reminded the Board that the Community Transportation Coordinator's (CTC) evaluation was the single most important responsibility of TDLCB. Annually, the Board evaluates the Senior Resource Association (SRA) and decides whether to recommend continuance or seek an alternative agency to coordinate. During the year, a subcommittee meets with the coordinator and evaluates their performance using the criteria established by the TDLCB as well as the State Commission for the Transportation Disadvantaged.

New Board Member Ms. Bryan was unanimously volunteered to serve on the 2010 subcommittee and after a few questions graciously accepted. Ms. Bryan will serve along with Dr. Hurst, Ms. Viggiano, Mr. Millar and Ms. Dean. Mr. Matson continued with the results of the evaluation which reflected: excellent maintenance of equipment, high levels of positive morale and professionalism among employees and volunteers; innovative solutions to problems like partnering with the volunteer ambulance squad to assist dialysis patients and raising funds by applying for support from all municipalities. Discussion ensued with praises for Sebastian and Fellsmere for their financial commitments.

Dr. Hurst stated that through hard work and good management the CTC has created an excellent program which shows the 2nd or 3rd lowest cost per trip in the State. He believes the fact that there have only been a small handful of complaints in eight years speaks for itself to the quality of service provided by the CTC.

After a brief discussion of other CTC accomplishments, Mr. Matson concluded by telling the Board that their decision would go from here to the Metropolitan Planning Organization and then forwarded to the State.

ON MOTION BY Ms. Barnes and **SECONDED** by Mr. Viggiano, the Board voted unanimously to accept the CTC Evaluation Report and to retain the services of the Senior Resource Association for another year.

7. Review of Progress Report and Reimbursement Invoice #1 for the 2009/10 Planning Grant

ON MOTION BY Mr. Millar and **SECONDED BY** Dr. Hurst the Board unanimously voted to approve the Progress Report and Reimbursement Invoice #1 for the 2009/10 Planning Grant .

8. The Regular Meeting was adjourned at 10:23 a.m.

OPENED ANNUAL PUBLIC HEARING

1. The meeting was called to order by Commissioner Solari at 10:25 a.m.

2. None
3. Mr. Matson presented a PowerPoint which gave a state and local overview of the transportation disadvantaged population and system in relation to the following key points: Who is considered transportation disadvantaged, the history of the system, and the future growth and challenges that will be faced. A copy of the PowerPoint presentation can be found on file in the BCC office.
4. Mr. Matson praised the efforts of local elected officials for being proactive in learning and understanding the system and both he and Ms. Wood emphasized challenges facing the system, such as: prediction that statewide TD riders will become almost 50% of population; supply and demand; incorporating software with formulae that can assist with statistical data relative to funding as well as dispatch; Medicaid contracts; avoiding overloads. Discussion ensued with Board agreeing that best approach would be to concentrate on core ridership.

Mr. Matson then provided a display board comparing and contrasting Bus, Light Rail and Commuter Rail and gave an overview of the basic criteria involved when looking into choosing a community's transit system. He concluded by saying that the bottom line to choice is density, capital expenses and a community's desires for growth or no growth. He believes that IRC is evolving as it should be for what it is (bus) with the most "bang for the buck."

Commissioner Solari stated that the Greenway Route ought to be included as a part of the "evolution" of all our County transportation plans.


Dr. Hurst made a general inquiry as to where "we see ourselves a year from now" and discussion ensued concerning new routes, Amtrak, price of fuel, bus shelters and observing what happens with subdivisions over the next five years. Mr. Millar said that the school system is seeing a strong upward trend in their school bus ridership and Ms. Wood added that GoLine is also seeing increased student usage with the GoLine.

5. Public Input - None
6. Commissioner Solari closed the Public Hearing at 10:50 a.m.

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip J. Matson 
MPO Staff Director

DATE: February 12, 2010

**SUBJECT: ELECTION OF VICE CHAIR AND CONFIRMATION OF YEARLY
CALENDAR OF MEETINGS**

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 25, 2010.

DESCRIPTION AND CONDITIONS:

On February 21, 1991, the Transportation Disadvantaged Local Coordinating Board (TDLCB) adopted a set of by-laws. These by-laws were structured to be consistent with the "LCB's Operating Guidelines" adopted by the State Commission for Transportation Disadvantaged on January 10, 1990. Subsequently, the county revised the TDLCB by-laws several times to reflect changes made by the State Commission for Transportation Disadvantaged to its rule.

Section 109 of the by-laws states that "The LCB voting membership shall hold an organizational meeting as part of their first calendar year meeting for the purpose of electing a Vice Chair from its meeting." Unlike other boards, the TDLCB does not elect a new chairman every year. LCB Operating Guidelines state that at least one elected official, representing the Designated Official Planning Agency (DOPA), shall be appointed to serve on the TDLCB and that appointee will serve As the chair until replaced by the DOPA.

ANALYSIS

The procedure for election of a Vice Chair, as stated in Section 109 of the by-laws, is as follows: The Chair shall accept nominations either in written or verbal form at the meeting. If a quorum (one half of the total membership, plus one) is in attendance, the Vice Chair shall be

elected by a majority of the members present at the organizational meeting and shall serve until the February, 2011 meeting.

Also, the TDLCB must discuss and confirm the yearly calendar of meetings. A copy of the TDLCB calendar of meetings and a copy of the Transportation Disadvantaged duties and deadlines matrix which specifies 2010 calendar year deadlines is enclosed.

RECOMMENDATION:

The staff recommends that the TDLCB elect a Vice Chair and review and confirm the 2010 calendar of meetings.

ATTACHMENTS:

1. Calendar of meetings for 2010
2. 2010 Transportation Disadvantaged duties and deadlines matrix

Attachment 1:

**TRANSPORTATION DISADVANTAGED LOCAL COORDINATION BOARD
2010 MEETING CALENDAR**

Conference room B1-501 in County Administration Building B is reserved for the following dates for the Transportation Disadvantaged Local Coordinating Board meetings with the exception of the November 18, 2010 meeting. This meeting will be held in Conference Room A1-102 in County Administration Building A.

Confirmed Meetings

<u>MONTH</u>	<u>DATE</u>	<u>YEAR</u>	<u>TIME</u>
February	25	2010	10:00 a.m.
May	27	2010	10:00 a.m.
August	26	2010	10:00 a.m.
November	18	2010	10:00 a.m.

2010 Transportation Disadvantaged Duties and Deadlines Matrix Indian River County

TASK	REFERENCE	2010 DEADLINE					RESPONSIBILITY FOR PREPARATION OF REPORT/DOCUMENT
		CTD* DUE DATES	DOPA** (MPO) MEETINGS	TDLCB*** MEETINGS	PLANNING STAFF REPORTS DUE DATES	CTC (SRA) REPORTS DUE DATES	
Annual Budget Estimates	41-2.007(3) 41-2.007(4) 41-2.009(5) 41-2.0162(2)	June 30		May 27	May 1	April 15 CTC and all service providers	MPO Staff
CTC Evaluation	41-2.012(5)(b)	Annually	December	Nov. 18	Oct 27	October 19	Evaluation Sub-Committee
Annual Operating Report	41-2.007(7) 41-2.007(8) 41-2.0011(4) 41-2.0162(3)	Sept. 15		August 26	-----	August 5	CTC Staff
MOA & TD Service Plan	41-2.011(3) 41-2.011(9) 41-2.009(4)	Annually (July 1)		May 27	May 3	May 4	CTC Staff/ MPO staff
Operator Contract	41-2.008(2)	Annually (Oct. 1)		August 26		August 5	CTC Staff
Coordination Contract	41-2.008(3)	Annually (Oct. 1)		August 26		August 5	CTC Staff
Progress Report & Reimbursement Invoice		Quarterly Report	March 2010 June 2010 September 2010 December 2010 March 2010	Feb. 25 May 27 August 26 Nov. 18 Feb. 2010	Feb. 5 May 3 Aug. 5 Oct. 27 Feb. 2010	-----	MPO Staff
Annual Public Hearing		Annually (November)	-----	Nov. 18	October 27 Advertisement	Oct. 15	CTC Staff/ MPO Staff
Annual Actual Budget Expenditures	41-2.007(5) 41-2.0162(6)	September 15		August 26	Aug. 5	August 5	CTC Staff/ MPO Staff
Transportation Improvement Program (TIP)	41-2.009(2) 41-2.0162(4)	September 15	July	May 27	May 3	-----	MPO Staff

TASK	REFERENCE	2010 DEADLINE					RESPONSIBILITY FOR PREPARATION OF REPORT/DOCUMENT
		CTD* DUE DATES	DOPA** (MPO) MEETINGS	TDLCB*** MEETINGS	PLANNING STAFF REPORTS DUE DATES	CTC (SRA) REPORTS DUE DATES	
Maintenance & Update of:							
*By-Laws	41-2.012(5)(a)	Annually		Annually (Aug. 26)	August 5		MPO Staff
*Membership List	41-2.012(5)(a)	Annually		Annually (Aug. 26)	August 5		MPO Staff
*Grievance Comm.	41-2.012(5)(c)	Annually	-----	Annually (Aug. 26)	August 5	-----	MPO Staff
*Meeting Minutes	41-2.012(5)(a)	Quarterly		Quarterly			MPO Staff
*CTC Evaluation Sub-Committees Appointments	41-2.012(5)(b)	Annually		Annually (Feb. 25)			MPO Staff
Trip/Equipment Grant Application	41-2.014(2)(a)	Annually		May 27	-----	May 3	CTC Staff
Planning Grant Application	41-2.014(2)(b)	Annually	September	August 26	Aug. 5	-----	MPO Staff
Elect the Vice Chairperson	41-2.012(2)	Annually (February)	-----	Feb. 25	Feb. 4	-----	
LCB Schedule - calendar of yearly meetings	41-2.012(2)	Annually (February)					MPO Staff
Local, State or Federal Fund Applications	41-2.011(6)	Ongoing		Ongoing	Ongoing	Ongoing	MPO Staff/CTC Staff
CTC Selection	41-2.010	Every five years			Every five years		MPO Staff/CTD Staff

* CTD = State Commission for the Transportation Disadvantaged. Deadlines as outlined in Rule 41-2 F.A.C.

** DOPA = Designated Official Planning Agency (Indian River County Metropolitan Planning Organization)


*** TDLCB = Transportation Disadvantaged Local Coordinating Board

TDLCB confirmed meetings: February 25, 2010; May 27, 2010; August 26, 2010; and November 18, 2010, at 10:00 a.m., in Conference Room B1-501, County Administration Building B, 1800 27th Street, Vero Beach, FL 32960.

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Members of the Indian River County Transportation Disadvantaged Local Coordinating Board (TDLCB)

FROM: Phillip J. Matson 
MPO Staff Director

DATE: February 12, 2010

SUBJECT: APPOINTMENT OF MEMBER TO THE TREASURE COAST TRANSPORTATION COUNCIL – REGIONAL ADVISORY COMMITTEE (RAC)

It is requested that the information presented herein be given formal consideration by the Indian River County MPO Transportation Disadvantaged Local Coordinating Board (TDLCB) at its meeting of February 25, 2010.

DESCRIPTION, CONDITIONS & ANALYSIS

At its May 9, 2007 meeting, the Indian River County MPO approved the Treasure Coast Transportation Plan (TCTP). One strategy contained in that plan was the development of a Regional Advisory Committee (RAC), a new multi-county committee that provides citizen and technical input on regional transportation planning issues. As stated in the TCTP, the RAC will be composed of one CAC member (the CAC Chairman), one TDLCB member, and two TAC members (the TAC Chairman and one other member) from each of the three Treasure Coast MPOs. In accordance with the TCTP, members will be re-appointed on an annual basis by their respective local boards. Currently, the RAC representative from the TDLCB is Karen Wood.

RECOMMENDATION

Staff recommends that the TDLCB nominate one of its members as a voting member of the RAC.

TDLCB REPORT FOR OCTOBER – NOVEMBER - DECEMBER 2009

Community Coach Door to Door service provided approx 11,374 one way trips in this reporting quarter this is a 4% decrease from the same reporting quarter as last year which includes the partial reduction of service in 2008.

GoLine Public Transportation provided approx 172,793 one way trips in this reporting quarter this is a 12% increase from the same reporting quarter as last year.

Goline Route# 13 (IR Mall to IRSC) began operating January 4th, 2010. This route from Indian River State College (Ft Pierce) to Indian River Mall (Vero Beach) has provided 459 trips to date.

Changes to existing routes and new routes 12 (Seb Area) & 14 (Main Hub to Oslo Plaza) will begin operation on February 16th, 2010.

Five new 31 foot GoLine buses were put into operation in January 2010.

The new transportation facility (43rd Ave & 49th Street) is in the beginning design stage.

Things are going well for transportation and the cool weather is enjoyable!

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

THROUGH: Phillip J. Matson; MPO Staff Director *PM*

FROM: Brian Freeman, AICP; Senior Transportation Planner *BF*

DATE: February 17, 2010

**SUBJECT: REVIEW OF PROGRESS REPORT & REIMBURSEMENT INVOICE #2
FOR 2009/10 PLANNING GRANT**

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 25, 2010.

DESCRIPTION AND CONDITIONS:

It is required, as part of the Transportation Disadvantaged (TD) Planning Grant contract between the Indian River County Metropolitan Planning Organization (MPO) as the Designated Official Planning Agency (DOPA) and the State of Florida Commission for the Transportation Disadvantaged (CTD), that periodic progress reports and reimbursement invoices be submitted. To comply with the CTD's requirements, staff has prepared a progress report and invoice for the period from October 1, 2009 to December 31, 2009.

The attached invoice and progress report represent the second quarter of the 2009/10 planning grant period. This progress report and applicable finished products, such as the Local Coordinating Board (LCB) meeting agenda items, CTC reports, etc., are required to accompany all reimbursement invoices.

Attached is a copy of invoice #2 and the quarterly progress report. This report, along with the appropriate supporting documents, will be submitted to the CTD upon MPO/DOPA approval.

RECOMMENDATION:

The staff recommends that the TDLCB approve the Planning Grant Progress Report and Invoice #2, and direct staff to forward the report and invoice to the MPO/DOPA for its concurrence prior to submittal to the state CTD.

ATTACHMENTS:

1. Progress Report and Reimbursement Invoice #2, 2009/10 Planning Grant.

~~TDF~~ MPO Cost Summary

Quarterly Total (10/1/09 - 12/31/2009)

Salaries & Benefits	\$5,424.83
Direct	\$0.00
Consultant	\$0.00
Total	\$5,424.83

PERSONNEL	INS.	DEPT	TASK	PP END	PP END	PP END	PP END	PP END	PP END	PP END	PP END	TOTAL	BENEFITS:				LIFE	HEALTH	TOTAL	TOT SALARY	15.5925%	TOTAL	
				10/01	10/15	10/29	11/12	11/26	12/10	12/24	12/31	HOURS	SALARY	SOC	SEC	RETIRE	W.C.	MEDICARE	INSUR.	INSUR.			BENES
PHIL MATSON		124-204											0.062	0.1009	0.0023	0.0145	0.00288	4.523076923					
	D																						
			4.1	0.00	5.00	4.00	5.00	5.00	2.50	2.50	5.00	29.00	1252.22	77.64	126.35	2.88	18.16	3.61	131.17	359.81	1,612.03	195.25	1,807.28
			PAY SCALE/TOTALS		43.18	43.18	43.18	43.18	43.18	43.18	43.18												
														0.062	0.1009	0.0023	0.0145	0.00288	4.523076923				
SHARON SCHALM		124-204																					
	D																						
			4.1		4.00	11.00	12.00	12.00	0.00	20.00	8.50	67.50	1117.09	69.26	112.71	2.57	16.20	3.22	305.31	509.27	1,626.36	174.18	1,800.54
			PAY SCALE/TOTALS		16.55	16.55	16.55	16.55	16.55	16.55	16.55												
														0.062	0.1009	0.0023	0.0145	0.00288	4.523076923				
BRIAN FREEMAN		124-204																					
	D																						
			4.1				25.00	12.00				37.00	1232.47	76.41	124.36	2.83	17.87	3.55	167.35	392.37	1,624.84	192.17	1,817.01
			PAY SCALE/TOTALS		33.31	33.31	33.31	33.31	33.31	33.31	33.31												
Total																							5,424.83

PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT

IRC Metropolitan Planning Organization
(Agency Name)

Invoice # 2

FDOTFM # 23704021401

Indian River County
(County)

Contract # APJ58

Reporting Period: 10/01/2009 to 12/31/2009

I. Program Management

- A. Where necessary and in cooperation with the Local Coordinating Board, solicit and recommend a community transportation coordinator, in conformity with Chapter 287 and 427, Florida Statutes.

N/A

- B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the Local Coordinating Board (LCB).

Reporting Period and Year to Date:

Consistent with the requirements of Rule 41-2, F.A.C. the county maintained its TDLCB appointment and reappointment process.

- C. Prepare agendas for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. Ensure that operator payments are addressed as standard agenda item.

Reporting Period:

In this period, staff prepared the agenda and agenda items for the November 19, 2009 TDLCB meeting.

Year to Date:

For the year to date, staff prepared the agenda and agenda items for the August 27, 2009 and November 19, 2009 TDLCB meetings.

- D. Prepare official minutes of Local Coordinating Board meetings. 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 three years.

Reporting Period:

Official minutes for the November 19, 2009 TDLCB meeting were prepared.

Year to Date:

Official minutes for the August 27, 2009 and November 19, 2009 TDLCB meetings were prepared.

- E. Provide at least one public hearing annually by each Local Coordinating Board, and assist the Commission, as requested, in co-sponsoring public hearings.

Reporting Period:

A public hearing was held at the November 19, 2009 TDLCB meeting.

Year to Date:

A public hearing was held at the November 19, 2009 TDLCB meeting.

- F. Provide staff support for committees of the Local Coordinating Board.

Reporting Period and Year to Date:

Staff support was provided as needed. Staff closely worked with and supported the CTC evaluation sub-committee.

- G. Annually develop and update by-laws for Local Coordinating Board approval.

Reporting Period and Year to Date:

N/A

- H. Develop, annually update, and implement Local Coordinating Board grievance procedures in accordance with the Commission guidelines, which includes a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

Reporting Period and year to date:

N/A

- I. Maintain a current membership roster and mailing list of local coordinating board members.

Reporting Period:

TDLCB membership list was updated as needed.

Year to Date:

The TDLCB membership list was updated as needed.

- J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*.

Reporting Period:

Public notices were provided. For this period, the TDLCB meeting date was published in the local newspaper in November 2009.

Year to Date:

Public notice was published in the local newspaper (*Press-Journal*) in August 2009 and November 2009.

- 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.

Reporting Period and Year to Date:

The Community Transportation Coordinator Annual Operation Report was submitted for approval at the TDLCB meeting of August 27, 2009.

- L. Review the Transportation Disadvantaged Service Plan (TDSP), and recommend action to the Local Coordinating Board.

Reporting Period and Year to Date:

N/A

- M. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th.

Reporting Period and Year to Date:

Report of actual expenditures was prepared and submitted to the CTD during the reporting period.

- N. Report the annual budget estimates of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th and as required by Chapter 427, Florida Statutes.

Reporting Period and Year to Date:

Annual budget estimates were reported to the CTD during the reporting period.

II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the Community Transportation Coordinator and the Local Coordinating Board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines.

Reporting Period and Year to Date:

N/A

- 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.

Reporting Period and Year to Date:

Staff ensured integration of "transportation disadvantaged" issues into planning documents. Staff also ensured activities of the TDLCB and the CTC were consistent with local and state comprehensive planning activities.

- C. Encourage the local Community Transportation Coordinator to work cooperatively with local WAGES coalitions established in Chapter 414, Florida Statutes, and provide assistance in the development of innovative transportation services for WAGES participants.

Staff encouraged the CTC to work with local WAGES coalition.

III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the Local Coordinating Board, and shall assist the Local Coordinating Board in monitoring and evaluating the Community Transportation Coordinator.

- A. Provide the Local Coordinating Board with quarterly reports of Transportation Disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement or any other activities related to the Transportation Disadvantaged program including but not limited to, consultant contracts, special studies, and marketing efforts.

Reporting Period:

The LCB was provided with quarterly reports of TD planning accomplishments and activities.

Year to Date:

The LCB was provided with quarterly reports of TD planning

accomplishments and activities.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, and the Commission's annual training workshop, or other sponsored training.

Reporting Period and Year to Date:

- C. Attend at least one Commission meeting each year within budget/staff/schedule availability.

Reporting Period and Year to Date:

Staff attended a quarterly CTD Meeting July, 2009.

- D. Notify Commission staff of local Transportation Disadvantaged concerns that may require special investigations.

Reporting Period and Year to Date:

Planning Staff coordinated with the CTD staff as needed.

- E. Provide training for newly-appointed Local Coordinating Board members.

Reporting Period and Year to Date:

N/A

- F. Provide assistance to the Community Transportation Coordinator, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss Transportation Disadvantaged needs, service evaluation and opportunities for service improvement.

Reporting Period and Year to Date:

Planning staff coordinated with the CTC on a regular basis and provided technical assistance as needed.

- G. To the extent feasible, collect and review proposed funding applications involving

"Transportation Disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2 of the Florida Administrative Code, and provide recommendation to the Local Coordinating Board.

Reporting Period and Year to Date:

Applicable TD funding applications completed and submitted to the appropriate agencies.

- H. Ensure the Local Coordinating Board conducts, at a minimum, an annual evaluation of the Community Transportation Coordinator. The Local Coordinating Board shall evaluate the coordinator using the Commission's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida* (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.

Reporting Period and Year to Date:

The TDLCB designated a CTC Evaluation Subcommittee at its February 27, 2009 meeting. The CTC evaluation subcommittee met on August 27, 2009 and conducted a review of the CTC's performance during FY 2008/09. At its November 19, 2009 meeting, the TDLCB approved the subcommittee's CTC evaluation and recommended that the CTC be retained.

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the Community Transportation Coordinator.

Reporting Period:

N/A

Year to Date:

N/A

- J. Ensure the Local Coordinating Board annually reviews coordination contracts to advise the Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, Florida Administrative Code.

Reporting period and Year to Date:

Coordination contracts have been reviewed by the TDLCB as needed.

- K. Implement recommendations identified in the Commission's QAPE reviews.

Reporting period and Year to Date:

N/A

IV. Special Consideration by Planning Agency:

V. Special Consideration by Commission:

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


_____	<u>2/17/2010</u>
Signature of Individual Submitting Report	Date

Phillip J. Matson
Typed name of Individual Submitting Report

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Transportation Disadvantaged Local Coordinating Board Members

FROM: Phillip Matson 
MPO Staff Director

DATE: February 12, 2010

RE: **DESIGNATION OF COMMUNITY TRANSPORTATION COORDINATOR
(CTC) EVALUATION SUB-COMMITTEE**

It is requested that the data herein presented be given formal consideration by the Transportation Disadvantaged Local Coordinating Board at its regular meeting of February 25, 2010.

DESCRIPTION AND CONDITIONS

One requirement of the county's transportation disadvantaged service plan is that "the Transportation Disadvantaged Local Coordinating Board (TDLCB) shall evaluate the performance of the Community Transportation Coordinator and provide a recommendation to the DOPA for continuation or replacement of the Community Transportation Coordinator". To facilitate this evaluation process, the TDLCB developed a set of criteria for the coordinator evaluation. On September 11, 1992, the Board of County Commissioners, acting as the county's Designated Official Planning Agency (DOPA), approved the CTC's evaluation procedures and standards.

According to state requirements, the county can utilize its own CTC evaluation criteria to evaluate the performance of the CTC (Council on Aging). The state, however, requires that a portion of the state CTD's evaluation workbook be used as part of the CTC's performance evaluation. The appropriate portion of the state CTD's evaluation workbook is attached.

To conduct the annual CTC evaluation, the Transportation Disadvantaged Local Coordinating Board (TDLCB) must designate an evaluation subcommittee. The purpose of the subcommittee is to meet with the coordinator and evaluate the coordinator's performance, using both local and state evaluation criteria.

ANALYSIS

As stated in the Evaluation Procedures and Standards for Community Transportation Coordinator (copy attached), the TDLCB shall designate an evaluation sub-committee on an annual basis

consisting of at least three voting members of the TDLCB to evaluate the previous year's performance of the Community Transportation Coordinator and to provide a written report to the TDLCB.

The evaluation report must cover the period from July 1, 2009 to June 30, 2010, the period corresponding to the timeframe of the Annual Operating Report (AOR). Since the TDLCB meets on a quarterly basis (February, May, August, November), the CTC's evaluation subcommittee written report must be submitted to planning staff by October 15, 2010; that will allow the TDLCB to consider the evaluation report at the November 18, 2010, meeting.

RECOMMENDATION

The staff recommends that the TDLCB designate a CTC evaluation subcommittee consisting of at least three voting members of the TDLCB to evaluate the CTC's performance and provide a written evaluation report to the TDLCB for consideration at the November 2010 TDLCB meeting.

Attachment

1. County's CTC evaluation procedures and standards
2. Appropriate portion of the state CTD's evaluation workbook

**EVALUATION PROCEDURES AND STANDARDS
FOR COMMUNITY TRANSPORTATION COORDINATOR
INDIAN RIVER COUNTY**

Florida Rule Chapter 41-2, implementing the provisions of Chapter 427, Florida Statutes, places upon the Community Transportation Coordinator (CTC) the responsibility for the overall planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged (TD) services within its designated service area. This rule also requires that the Local Coordinating Board (LCB) on a continuous basis evaluate the services provided by the County Transportation Coordinator and provide an evaluation of the Coordinator's performance in general and relative to Transportation Disadvantaged Commission's standards. The state is requiring that the following modules from the CTC's evaluation workbook be used as part of CTC performance evaluation.

- Competition
- Cost effectiveness
- Availability of Services

RESPONSIBILITIES AND TIMEFRAME

The Transportation Disadvantaged Local Coordinating Board (TDLCB) must evaluate the performance of the Community Transportation Coordinator (CTC) on an annual basis and provide a recommendation to the Designated Official Planning Agency (DOPA) for continuation or replacement of the Community Transportation Coordinator.

EVALUATION SUBCOMMITTEE

The TDLCB shall designate an Evaluation Subcommittee on an annual basis consisting of three voting members of the TDLCB to evaluate the previous year's (July 1 - June 30) performance of the Community Transportation Coordinator and to provide a written report to the TDLCB.

TIMEFRAME

- a) The evaluation report must cover the period from July 1 to June 30, corresponding to the timeframe of the Annual Operating Report (AOR). The evaluation subcommittee's report must be submitted for the TDLCB's consideration at the August meeting of the TDLCB.
- b) One additional evaluation report per year may be requested by the TDLCB members. The request for additional evaluation reports must be approved by the majority vote of the TDLCB members.

EVALUATION CRITERIA

The following evaluation standards have been developed to allow the Local Coordinating Board to assess the performance of the Coordinator using locally developed criteria, which incorporate those performance criteria provided by the Transportation Disadvantaged Commission. These standards address four areas: coordination/planning, operation, costs/financial management, and utilization. Attached also is a copy of the state evaluation modules for competition, cost effectiveness and efficiency, and availability of services.

COORDINATION/PLANNING

Coordination is defined by Chapter 427, Florida Statutes, as "the arrangement for the provision of transportation service to the transportation disadvantaged in a manner that is cost effective, efficient, and reduces fragmentation and duplication of services". These standards are intended to measure how well the County Transportation Coordinator (CTC) manages to bring together operators and consumers to ensure quality transportation for transportation disadvantaged persons at a reasonable cost.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's work toward implementation of the County's Transportation Disadvantaged Service plan					
2) CTC's effort toward expansion of the coordinated system (signing additional contract with providers)					
3) CTC's effort to make the most effective use of existing TD services					
4) CTC's effort for obtaining additional funding					
5) CTC's reservation and scheduling system					
6) CTC's promotional and marketing campaign					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
7) CTC's effort to coordinate participation in inter-county trips					
8) Others (please specify)					

Reporting Period: July 1, 2009 - June 30, 2010 Date:

CTC evaluation sub-committee's chairman initials: _____

OPERATION

Operation involves the actual delivery of services to the transportation disadvantaged. It is considered to be the aspect of the overall evaluation most indicative of the coordinator's performance. The standards in this area measure what service is available to the TD public and how well it is provided. Many of the standards in this section are specific requirements required within Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's safety plan as measured annually by a declining number of no fault accidents per mile					
2) CTC's effort to provide services on a 24 hours per day, seven days per week basis					
3) CTC's available insurance					
4) CTC's accessibility (how easy it is to contact CTC)					
5) CTC's method of recording, resolving complaints and reporting to the TDLCB					
6) CTC's system to ensure that all equipment used complies with federal, state, TD Commission and local policies					
7) CTC's system to ensure that contractors' performance meets required specifications					
8) CTC's system of performing client satisfaction surveys and reporting to the TDLCB					

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
9) CTC's effort on reducing the clients waiting time consistent with the plan					
10) CTC's on time performance record					
11) CTC's effort to avoid missing scheduled trips					
12) CTC's system of recording all refusals caused by system limitation and reporting to the TDI, CB					
13) CTC's employee training program					
14) CTC's system to ensure that service is provided on a non-discriminatory basis					
15) CTC's effort to prioritize trips					
16) CTC's data base regarding routes, schedules, facilities, vehicles, locations, and number of clients					
17) CTC's effort to identify unmet needs					
18) CTC's vehicle inventory and maintenance system					
19) CTC's record for submittal of the MOA to the CDT on time					
20) Others (please specify)					

Reporting period: July 1, 2009 - June 30, 2010 Date:

CTC evaluation sub-committee's chairman initials: _____

COST/FINANCIAL MANAGEMENT

Costs and Financial Management standards reflect requirements for proper methods of calculating, recording and reporting of service costs. Standards contained in this section reflect guidance contained in Rule Chapter 41-2.

Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's fully allocated one-way passenger trip cost compared to the previous year					
2) CTC's system of cost/revenue allocation and reporting to the TDLCB					
3) CTC's account system concurrence with a uniform accounting system for rural and specialized transportation providers					
4) CTC's effort to raise local funds					
5) CTC's effort to develop an equitable fare structure and solicit client contributions as appropriate					
6) CTC's effort to utilize all federal, state, and local funds					
7) CTC's effort to reduce one-way passenger trip cost					
8) Others (please specify)					

Reporting period: July 1, 2009 - June 30, 2010 Date:
CTC evaluation sub-committee's chairman initials: _____

UTILIZATION REVIEW

Utilization, like Operation, represents the practical aspect of the Coordinator's responsibilities. These standards are intended to measure the degree to which the Coordinator has provided coordinated transportation services, which include the greatest possible involvement of local agencies and the most effective use of resources and funding.

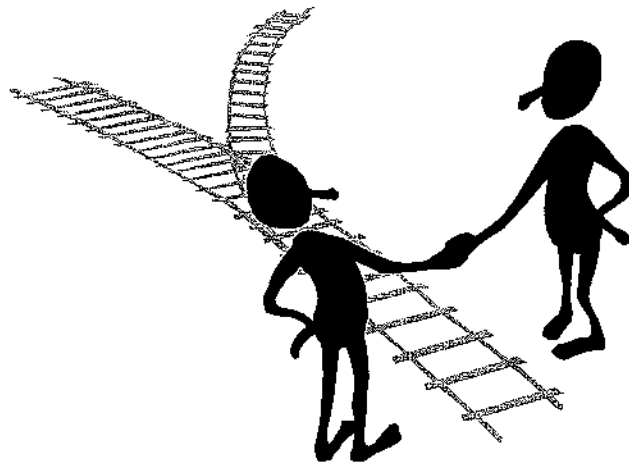
Performance Ranking					
Criteria	Excellent	Good	Average	Poor	Comments
1) CTC's system to ensure provision of most effective and efficient service					
2) CTC's effort to utilize volunteers' time and vehicles					
3) CTC's effort to utilize the vehicles of all non-profit organizations					
4) CTC's system of matching clients with appropriate vehicles					
5) CTC's flexibility to rotate vehicles based on the number of reservations and the clients' origins and the destinations					
6) CTC's system for regular review of its organization and equipment					
7) CTC's efforts to utilize school buses					
8) Others (please specify)					

Reporting Period: July 1, 2009 - June 30, 2010 Date:

CTC evaluation sub-committee's chairman initials: _____



**CTC-STP-LCB
EVALUATION
WORKBOOK**



CTC/STP BEING REVIEWED: _____

COUNTY: _____ **TYPE OF REVIEW:** _____

ADDRESS: _____

CONTACT: _____ **PHONE:** _____

EMAIL: _____ **REVIEW DATES:** _____

PERSON CONDUCTING THE REVIEW: _____

CONTACT INFORMATION: _____

LOCAL COORDINATING BOARD: _____

REVISED FEBRUARY 2009

EVALUATION TIMELINE

Community Transportation Coordinator/Subcontracted Transportation Provider (CTC/STP) review timeline:

1. QA Team/PA will send an initiation letter to the CTC/STP 30 days prior to review.
2. CTC/STP will send requested information to the QA Team/PA 15 days prior to review.
3. QA Team/PA will conduct an entrance interview with the CTC/STP, followed by a 2 day on-site review.
4. QA Team/PA will conduct an exit interview with the CTC/STP.
5. QA Team will submit a draft report to the CTC/STP no later than 30 working days.
6. CTC/STP will have 24 hours to review the report for factual accuracy before the QA Team issues a final report.
7. CTC/STP will submit a status report to the QA Manager within 15 days of receiving the final report.

An LCB review will consist of, but is not limited to the following pages:

1	Cover Page
12	Chapter 427.0155 (3) Review the CTC/STP's monitoring of contracted operators
13	Chapter 427.0155 (4) Review TDSP to determine utilization of school buses and public transportation services
19	Insurance
23	Rule 41-2.011 (2) Evaluation of cost-effectiveness of Coordination Contractors and Transportation Alternatives
25 - 29	Commission Standards and Local Standards
39	On-Site Observation
40 – 43	Surveys
44	Level of Cost - Worksheet 1
45- 46	Level of Competition – Worksheet 2
47 - 48	Level of Coordination – Worksheet 3

An STP review will consist of, but is not limited to the following pages:

1	Cover Page
5	Entrance Interview Questions
7-8	General Questions
12	Chapter 427.0155 (3) Review the CTC/STP's monitoring of contracted operators
20	Driver Requirements
30-35	Americans with Disabilities Act
37-38	Status Report
39	On-Site Observation
40 – 43	Surveys
49-61	Medicaid Sections

COMPLIANCE WITH CHAPTER 427, F.S.

Review the CTC/STP's monitoring of its transportation operator contracts to ensure compliance with 427.0155(3), F.S.

"Review all transportation operator contracts annually."

WHAT TYPE OF MONITORING DOES THE CTC/STP PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Is a written report issued to the operator? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT TYPE OF MONITORING DOES THE CTC/STP PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

Is a written report issued? Yes No

If NO, how are the contractors notified of the results of the monitoring?

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

IS THE CTC/STP IN COMPLIANCE WITH THIS SECTION? Yes No

ASK TO SEE DOCUMENTATION OF MONITORING REPORTS.

COMPLIANCE WITH CHAPTER 427, F.S.

Review the TDSP to determine the utilization of school buses and public transportation services [Chapter 427.0155(4)]

"Approve and coordinate the utilization of school bus and public transportation services in accordance with the TDSP."

HOW IS THE CTC/STP USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

Rule 41-2.012(5)(b): *"As part of the Coordinator's performance, the local Coordinating Board shall also set an annual percentage goal increase for the number of trips provided within the system for ridership on public transit, where applicable. In areas where the public transit is not being utilized, the local Coordinating Board shall set an annual percentage of the number of trips to be provided on public transit."*

HOW IS THE CTC/STP USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

N/A

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT?

Yes No

If YES, what is the goal?

Is the CTC/STP accomplishing the goal? Yes No

IS THE CTC/STP IN COMPLIANCE WITH THIS REQUIREMENT? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with 41-2.006(1), Minimum Insurance Compliance

"...ensure compliance with the minimum liability insurance requirement of \$100,000 per person and \$200,000 per incident..."

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

HOW MUCH DOES THE INSURANCE COST (per operator)?

Operator	Insurance Cost

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

Yes No

If yes, was this approved by the Commission? Yes No

IS THE CTC/STP IN COMPLIANCE WITH THIS SECTION? Yes No

Comments:

COMPLIANCE WITH 41-2, F.A.C.

Compliance with 41-2.011(2), Evaluating Cost-Effectiveness of Coordination Contractors and Transportation Alternatives.

"...contracts shall be reviewed annually by the Community Transportation Coordinator and the Coordinating Board as to the effectiveness and efficiency of the Transportation Operator or the renewal of any Coordination Contracts."

1. IF THE CTC/STP HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS.

Cost [CTC/STP and Coordination Contractor (CC)]

	CTC/STP	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES? Yes No

(Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC/STP	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

IS THE CTC/STP IN COMPLIANCE WITH THIS SECTION? Yes No

COMPLIANCE WITH 41-2, F.A.C.

Compliance with Local Standards

"...shall adhere to Commission approved standards..."

Review the TDSP for the Local standards.

Local Standards	Comments
Transport of Escorts and dependent children policy	
Use, Responsibility, and cost of child restraint devices	
Out-of-Service Area trips	
CPR/1st Aid	
Driver Criminal Background Screening	
Rider Personal Property	
Advance reservation requirements	
Pick-up Window	

<i>Measurable Standards/Goals</i>	<i>Standard/Goal</i>	<i>Latest Figures</i>	<i>Is the CTC/Operator meeting the Standard?</i>
Public Transit Ridership	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
On-time performance	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Passenger No-shows	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Accidents	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Roadcalls	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
<i>Average age of fleet:</i>	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Complaints	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
<i>Number filed:</i>	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	
Call-Hold Time	CTC	CTC	
	Operator A	Operator A	
	Operator B	Operator B	
	Operator C	Operator C	

ON-SITE OBSERVATION OF THE SYSTEM

RIDE A VEHICLE WITHIN THE COORDINATED SYSTEM. REQUEST A COPY OF THE MANIFEST PAGE THAT CONTAINS THIS TRIP.

Date of Observation:

Please list any special guests that were present:

Location:

Number of Passengers picked up/dropped off:

Ambulatory

Non-Ambulatory

Was the driver on time? Yes No, how many minutes late/early?

Did the driver provide any passenger assistance? Yes No

Was the driver wearing any identification? Yes: Uniform Name Tag ID Badge
 No

Did the driver render an appropriate greeting?
 Yes No Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?
 Yes No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?
 Yes No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations?
 Yes No

Does the vehicle have working heat and air conditioning? Yes No

Does the vehicle have two-way communications in good working order? Yes No

If used, was the lift in good working order? Yes No

Was there safe and appropriate seating for all passengers? Yes No

Did the driver properly use the lift and secure the passenger? Yes No
If no, please explain:

Level of Cost Worksheet 1

Insert Cost page from the AOR.

**Level of Competition
Worksheet 2**

1. Inventory of Transportation Operators in the Service Area

	Column A Operators Available	Column B Operators Contracted in the System.	Column C Include Trips	Column D % of all Trips
Private Non-Profit				
Private For-Profit				
Government				
Public Transit Agency				
Total				

2. How many of the operators are coordination contractors? _____
3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? _____
Does the CTC/STP have the ability to expand? _____
4. Indicate the date the latest transportation operator was brought into the system. _____

5. Does the CTC/STP have a competitive procurement process? _____
6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators?

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

Which of the methods listed on the previous page was used to select the current operators?

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system?

	Capabilities of operator
	Age of company

	Scope of Work
	Safety Program

Previous experience
Management
Qualifications of staff
Resources
Economies of Scale
Contract Monitoring
Reporting Capabilities
Financial Strength
Performance Bond
Responsiveness to Solicitation

Capacity
Training Program
Insurance
Accident History
Quality
Community Knowledge
Cost of the Contracting Process
Price
Distribution of Costs
Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? _____

How many responded? _____

The request for bids/proposals was distributed:

_____ Locally _____ Statewide _____ Nationally

9. Has the CTC/STP reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc...)? _____

Level of Coordination Worksheet 3

Planning – What are the coordinated plans for transporting the TD population?

Public Information – How is public information distributed about transportation services in the community?

Certification – How are individual certifications and registrations coordinated for local TD transportation services?

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

Trip Allocation – How is the allocation of trip requests to providers coordinated?

Scheduling – How is the trip assignment to vehicles coordinated?

Transport – How are the actual transportation services and modes of transportation coordinated?

Dispatching – How is the real time communication and direction of drivers coordinated?

General Service Monitoring – How is the overseeing of transportation operators coordinated?

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

Trip Reconciliation – How is the confirmation of official trips coordinated?

Billing – How is the process for requesting and processing fares, payments, and reimbursements coordinated?

Reporting – How is operating information reported, compiled, and examined?

Cost Resources – How are costs shared between the coordinator and the operators (s) in order to reduce the overall costs of the coordinated program?

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?


Overall – What type of formal agreement does the CTC have with organizations, which provide transportation in the community?

INDIAN RIVER COUNTY, FLORIDA

MEMORANDUM

TO: Members of the Indian River County Transportation Disadvantaged Local Coordinating Board (TDLCB)

THROUGH: Chris Mora
Public Works Director

FROM: Phillip J. Matson 
MPO Staff Director

DATE: February 12, 2010

SUBJECT: CONSIDERATION OF ADOPTION OF ITS REGIONAL ARCHITECTURE BY INDIAN RIVER COUNTY

It is requested that the information presented herein be given formal consideration by the Indian River County MPO Transportation Disadvantaged Local Coordinating Board (TDLCB) at its meeting of February 25, 2010.

DESCRIPTION, CONDITIONS & ANALYSIS

In the past decade, transit and traffic management systems have grown increasingly sophisticated and have incorporated many of the latest computing, communications, and video technologies. These systems, which include traffic signal synchronization equipment, intersection cameras, and GPS-based vehicle location devices, have become known in the transportation industry as Intelligent Transportation Systems (ITS). In 2007, FDOT published a series of technical specifications governing the purchase and deployment of ITS equipment. These specifications are known as ITS regional architecture.

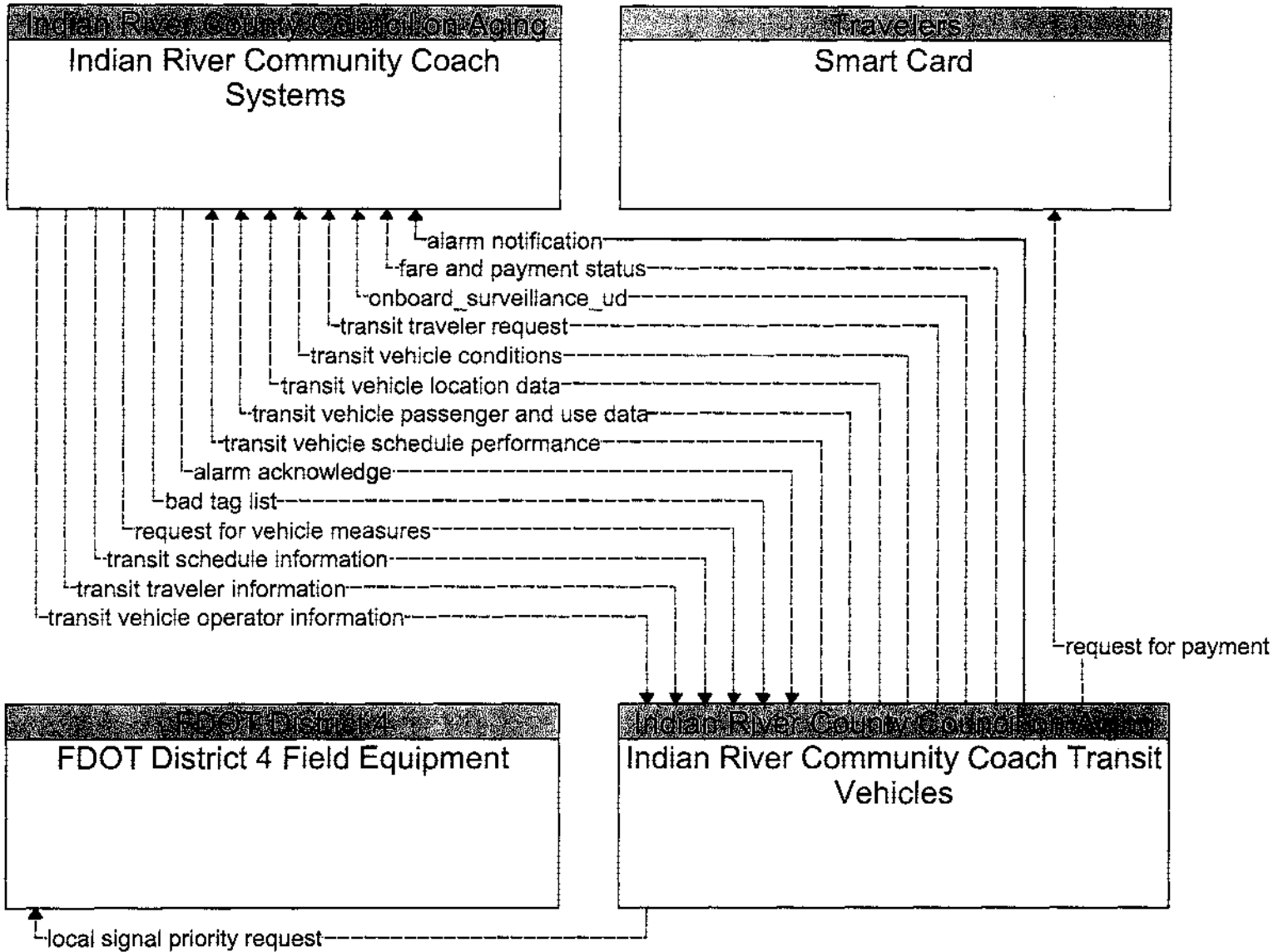
While not mandating the purchase of any particular equipment, the ITS regional architecture published by FDOT ensures interoperability between systems across jurisdictions in the state. For example, the Sunpass transponders used on the Florida Turnpike can also be used on the Orlando and Miami expressways without having to purchase separate transponders.

The County and SRA believe that there are a number of ITS applications that can be used on the transit system in the near future to promote safety, efficiency and security. Some of these applications include on-board cameras, automated vehicle location devices, and advanced traffic accident and incident notification. Attachment 1 contains Transit ITS applications identified by FDOT as part of its published Architecture.

In the past, the County has incorporated the ITS standards issued by FDOT in its traffic management equipment. The County has, however, never formally adopted those standards with respect to the transit system since there were few applications deemed applicable to Indian River Transit.

RECOMMENDATION

Staff recommends that the TDLCB adopt the ITS Regional Architecture established by FDOT and incorporate that architecture into future Indian River County Transit ITS projects.



- - - - - Existing
 - - - - - Planned