



PALM BEACH METROPOLITAN PLANNING ORGANIZATION

2300 N. Jog Rd., 4th.Floor, West Palm Beach, Florida 33411-2749

Phone 561.684.4170 Fax 561.242-7165 www.PalmBeachMPO.org

PALM BEACH COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD – AGENDA

DATE: **WEDNESDAY, NOVEMBER 12, 2014**

TIME: **10:00 A.M. or as soon thereafter as possible following
the Public Hearing**

PLACE: **Conference Room 2N-123
50 South Military Trail
West Palm Beach, FL 33415**

1. **REGULAR ITEMS**

- A. Roll Call
- B. MOTION TO ADOPT Agenda for November 12, 2014
- C. MOTION TO APPROVE Minutes for August 13, 2014
- D. Comments from the Chair
- E. General Public Comments

Any members from the public wishing to speak at this meeting must complete a Comment Card which is available at the welcome table. General Public comments will be heard prior to the consideration of the first action item. Public comments on specific items on the agenda will be heard following the presentation of the item to the committee. Please limit comments to three minutes.

2. **ACTION ITEMS**

- A. MOTION TO APPROVE Transportation Disadvantaged Service Plan (TDSP)
Annually, the LCB should review, make recommendations and approve the TDSP. The executive summary is included in the agenda package; the full TDSP is available on the MPO website, at www.PalmBeachMPO.org
- B. MOTION TO APPROVE 2013-2014 Annual Operating Report (AOR)
The LCB must review and approve the attached Annual Operating Report. Mike Bertelle of Palm Tran Connection will review the attached report.

3. **INFORMATION ITEMS**

- A. CTC Update
 - 1. Monthly Operating Report – Rosanna Santana will review the attached report.
 - 2. Monthly Bus Pass Update – Rosanna Santana will review the update.
 - 3. Transition Update – Ron Jones

- B. TD Quarterly Progress Report
- 4. **ADMINISTRATIVE ITEMS**
 - A. Member Comments
 - B. Next Meeting – **March 11, 2015**
 - C. MOTION TO ADJOURN

NOTICE

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachMPO.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.



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MINUTES OF THE
PALM BEACH COUNTY TRANSPORTATION DISADVANTAGE
LOCAL COORDINATING BOARD
Wednesday, August 13, 2014 -- 9:30 A.M.
Conference Room 2N-123
50 South Military Trail
West Palm Beach, FL 33415

PDF versions of all presentations and agendas are available for review at
http://www.palmbeachmpo.org/Local_Coord_Board-TD/Files/2014/2014_AUG_13_LCB_Agenda_&_Backup.pdf

1. REGULAR ITEMS

A. Roll Call

COMMISSIONER BURDICK called the meeting to order at 9:30 a.m. The Recording Secretary called the roll. A quorum was present as depicted on Exhibit A of these Minutes.

B. Motion to Adopt Agenda for August 13, 2014

A motion to adopt the August 13, 2014 Agenda was made by MR. VYAS; seconded by MR. NAGELBERG. The motion carried unanimously.

C. Motion to Approve Minutes for May 14, 2014

A motion to approve the July 9, 2014 Minutes was made by MR. OSBAND; seconded by MS. VALENTINE. The motion carried unanimously.

D. Comments from the Chair

COMMISSIONER BURDICK said a few changes will be implemented relative to General Public Comments. The Committee will be flexible today. The changes will be followed at the next meeting.

COMMISSIONER BURDICK said that any members of the public that wish to speak at this meeting must complete a Comment Card that will be available at the next meeting on the welcome table. General Public comments will be heard prior to the consideration of any agenda item. Members of the public will have up to three minutes to speak.

E. General Public Comments

MR. VOICE said because of the changes and additions put forth in the future, this new format will allow him the opportunity to address the Committee on a subject that is not on the agenda.

One subject that is not on today's agenda and was formally there involves bus shelters and benches.

MS. VALENTINE said fundraising is being started for the trip to Tallahassee. She hopes that everyone will help raise funds to go and invited everyone to attend.

F. Special Presentation

MR. LAMBERT presented an overview of the Local Coordinating Board's roles and responsibilities. He also presented slides and the 2014 LCB and Planning Agency Operating Guidelines.

Mr. VOICE requested a copy of the flow chart.

2. ACTION ITEMS

A. Motion to Approve Transportation Operator(s) Payments

A motion was made by MR. OSBAND to approve the Transportation Operator(s) Payments; seconded by MS. VALENTINE.

B. Motion to Adopt Revisions to Bylaws

A revision to the LCB Bylaws was proposed to reflect the Palm Beach Metropolitan Planning Organization becoming the Designated Official Planning Agency.

A motion was made by MR. OSBAND to adopt the revision to the bylaws designating the Palm Beach Metropolitan Planning Organization as the designated official planning agency; seconded by MS. GARRETT. The motion carried unanimously.

3. INFORMATION ITEMS

A. Actual Expenditure Report - MR. BERTELLE with Palm Tran Connection explained the Actual Expenditure Report.

B.1 Monthly Operating Report – MS. SANTANA reviewed the Report

B.2 Monthly Bus Pass Update – MS. SANTANA reviewed the Report

B.3 Detail Complaints Review – MR. FERRIS presented the Detail Compliant report

B.4 No-Show Policy – MR. JONES reviewed the Policy

B.5 MMMG Update – MR. GONZALES provided the update

B.6 IVR Update – MR. FERRI provided the update.

4. ADMINISTRATIVE ITEMS

A. Member Comments

MS. WEIZMAN requested a LCB member serve on a FDOT District 4 advisory committee for MAP-21 Section 5310 Transportation for Elderly Persons and Persons with Disabilities Formula Grant. MS. MARYANN MACDONALD GARRETT obliged.

MS. VALENTINE asked where the next meeting will be held.

COMMISSIONER BURDICK said the next meeting will be at this location.

MR. NAGELBERG said he just turned ninety-six years old.

B. Next Meeting – November 12, 2014

C. Motion to Adjourn

There being no further business a motion the meeting adjourned at 11:30 a.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee of the Palm Beach County Transportation Disadvantaged Local Coordinating Board and that information provided herein is the true and correct Minutes for the August 13, 2014 meeting of the Palm Beach County Transportation Disadvantaged Local Coordinating Board dated this _____ day of _____, 2014.

Chair

RECORDED TAPES OF ALL CITIZENS ADVISORY COMMITTEE MEETINGS ARE KEPT ON FILE AT THE METROPOLITAN PLANNING ORGANIZATION OFFICE.

DRAFT

EXHIBIT A

Palm Beach County
 Transportation Disadvantaged Local Coordinating Board
 Attendance Record – 2013-2016

REPRESENTATIVE	Aug. 13 2014	Nov. 12 2014	Feb. 11 2015	May 13 2015	Aug. 12 2015	Nov. 11 2015	Feb. 10 2016	May 11 2016
Commissioner Paulette Burdick CHAIRPERSON	P							
Tomas Boiton VICE CHAIR/CITIZEN ADVOCATE	P							
Subhash Vyas AGENCY for PERSONS with DISABILITIES	P							
Deidra Gibson/Richard Hart AREA AGENCY on AGING	P							
Laurence Osband REPRESENTATIVE for DISABLED	P							
Jose Zayas/Angenitta Ward/Andres Woodward FL DCF	A							
Nancy Weizman FL DEPT. OF TRANSPORTATION	P							
Mike Nagelberg FL DEPT. OF VETERANS AFFAIRS	P							
Sharon Greene LOCAL MEDICAL COMMUNITY	P							
Kelly Martes MEDICAID PROGRAM	P							
David Rafaidus DEPT. OF COMMUNITY SERVICES	P							
*Shane Searchwell/Carl Boucard PB COUNTY SCHOOL DISTRICT	A							
Bobbi Valentine CITIZEN ADVOCATE	P							
David Evans REPRESENTATIVE FOR ELDERLY	A							
Betty Jones PRIVATE TRANSPORTATION	A							
*Domonique Thomas VOCATIONAL REHABILITATION	A							
*Maryann Macdonald Garrett WORKFORCE DEVELOPMENT BD.	P							

P = Member Present A = Member Absent Alt. = Alternate * = New Representative E = Excused Absence

2014/2015 Transportation Disadvantaged Service Plan/ Human Services Coordinated Transportation Plan Executive Summary

Overview:

The 2014/2015 Transportation Disadvantaged Service Plan (TDSP) continued with its inclusion of the Human Services Coordinated Transportation Plan (HSCTP). The HSCTP meets the requirements of SAFETELU (Safe, Accountable, Flexible, Efficient Transportation Act – A Legacy for Users), a Federal Surface Transportation Law, that requires a plan for a unified comprehensive strategy for transportation service be prepared throughout the country. This document serves as a comprehensive planning document for the TDSP and HSCTP and also services as an operational guidebook outlining the services and service parameters that govern Palm Tran CONNECTION's daily operations. This document is continually refined and updated as new or enhanced policies, rules and procedures are adopted and implemented into daily operations. This Executive Summary will serve as a snapshot of the TDSP/HSCTP.

TDSP:

Palm Tran CONNECTION is responsible for meeting the Paratransit needs of the citizens of Palm Beach County. Under the direction of the Board of County Commissioners (BCC) in conjunction with the Metropolitan Planning Organization and the Local Coordinating Board with input from the user community, trips are provided utilizing the following funding sources:

- Americans with Disabilities Act (ADA)
- Division of Senior Citizens (DOSS)
- Transportation Disadvantaged (TD)

Palm Tran CONNECTION provides client registration, eligibility verification, trip reservation, monitoring of complaints and commendations, trip scheduling and carrier contract management responsibilities. This coordinated effort allows for increased across the board efficiencies. Clients are able to call one phone number for all of their paratransit needs.

Ridership:

Palm Tran CONNECTION continues our goal of not denying any trips. Connection is averaging almost 3,000 weekday completed passenger trips. Productivity has reached 1.83 passenger trips per revenue hour. CONNECTION has over 120,000 names in its database with over 52,000 active riders.

Customer Service:

Palm Tran CONNECTION is in the midst of our fourteenth year of operations. Ongoing customer service, quality, technological development and improvements have resulted in increased customer satisfaction.

Bus Passes:

Palm Tran CONNECTION encourages paratransit customers to take advantage of the more cost efficient fixed route transportation by offering TD bus passes and for existing ADA Connection customers to ride the Palm Tran Fixed Route free of charge. The FY 2014 Bus Pass summary includes 101,000 TD 31 Day Passes equating to an estimated of a million TD related trips.

2014/2015 Updates:

- Updated Program History to include the 2015-2022 Contract for Paratransit Services .
- Updated increase fare on Paratransit and Fixed Route fare increase
- Updated Pam Tran Connection Bus Pass Guidelines and Registration and Eligibility Form
- Updated Cancellation, Late Cancellation and “No Show” policy
- Updated Organizational Chart
- Updated 2014 Local Grievance Guidelines

Transportation Disadvantaged - Annual Operating Report
State Fiscal Year - 2014 (July 2013 through June 2014)

Completed Trips	Provider	Connection	Total	Explanation
- Paratransit Trips	867,514	0	867,514	<ul style="list-style-type: none"> Completed Paratransit One Way Trips. Bus Passes Trips Calculated based on Sales @ TD Trip Count.
- Bus Pass Calc. Trips	0	3,036,967	3,036,967	
Total Trips	867,514	3,036,967	3,904,481	
Expense Description				
- Staff Related Expenses	\$0	\$3,632,502	\$3,632,502	<ul style="list-style-type: none"> Staffing Costs in order maintain level of service. Drug & Alcohol screening. Improved Customer Service. Avaya Communications. Applications & Ticket to Ride Mail Outs. Ricoh Copiers and supplies. Printing of Tickets to Ride and Outreach Material. Paper, Stationary & etc... Primary Building Repairs
- Professional Services	\$0	\$22,443	\$22,443	
- Temporary Services	\$0	\$72,044	\$72,044	
- Communications	\$0	\$11,039	\$11,039	
- Postage	\$0	\$11,942	\$11,942	
- Office Equipment LEASE	\$0	\$2,994	\$2,994	
- Graphics	\$0	\$20,942	\$20,942	
- Office Supplies	\$0	\$1,670	\$1,670	
- All Other Operating Costs	\$0	\$196,822	\$196,822	
Connection Operating Expense	\$0	\$3,972,399	\$3,972,399	
Contracted Services				
- American Disability Act	\$17,209,702	\$0	\$17,209,702	<ul style="list-style-type: none"> ADA Required - trips costs with 3/4 mile of a Fixed Route Corridor. Provide transportation to the Economically Disadvantage or TD Riders (based on published Federal Poverty Guide Lines). DOSS client travelling to and from Nutritional Meal Sites. Clients travelling to and from Dialysis Centers. Riders that would normally be eligible to ride Connection at a substantial savings to the County.
- Transportation Disadvantaged	\$2,586,606	\$0	\$2,586,606	
- Division of Senior Services	\$1,056,260	\$0	\$1,056,260	
- Dialysis	\$40,166	\$0	\$40,166	
- Federation / Seagull	\$151,293	\$0	\$151,293	
Provider Expenses	\$21,044,026	\$0	\$21,044,026	
Total Expenses	\$21,044,026	\$3,972,399	\$25,016,425	
Revenue Description				
- Grants	\$3,068,192	\$0	\$3,068,192	<ul style="list-style-type: none"> Transportation Disadvantage & Older American Act Grant Funds. Tickets to Ride. Rider Co pays. Funds used to subsidize a portion of Dialysis Trips. Provide ADA Door to Door Service to Wellington Residents residing outside of 3/4 mile boundary. Pass Through of AAA Funds to Pahokee.
- Commuter Passes	\$750,575	\$0	\$750,575	
- Collected Co pays	\$1,167,611	\$0	\$1,167,611	
- Dialysis Funding	\$40,166	\$0	\$40,166	
- Village of Wellington	\$40,000	\$0	\$40,000	
- Pahokee Pass Through	\$0	\$21,756	\$21,756	
Revenue Rec'd	\$5,066,543	\$21,756	\$5,088,299	
AD Valorem Funding	\$15,977,483	\$3,950,643	\$19,928,126	

Palm Tran Connection

Transportation Disadvantaged - Annual Operating Report (TD - AOR)

Start Month

July 1, 2013

End Month

June 30, 2014

Original - Signature Required

Section I: Face Sheet

County:	Palm Beach County		
Report Date:	9/11/2014		
Period Covered:	July 1, 2013	thru	June 30, 2014
Provider Name:	Palm Tran		
Address:	50 South Military Trail		
City:	West Palm Beach		
Zip:	33415		
Contact Person	Michael Bertelle		
Title	Financial Analyst II		
Phone:	(561) 649-9848		
Fax:	(561) 514-8365		
Email:	mbertelle@pbcgov.com		
Network Type:	Partial Brokered		
Organization Type:	County Government		

CTC Certification:			
<p>I, Shannon LaRocque, as the authorized 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.</p>			
Representative's Signature:		/ / 2014	

LCB Certification:			
<p>In accordance with Rule 41-2.007(7), the local Coordinating Board will or has reviewed this report and a copy will or has been provided to the designated planning agency.</p>			
LCB Chairperson Signature:		/ / 2014	

Section II: Coordinated System - General Information

County Palm Beach **Fiscal Year** July 01, 2013 thru June 30, 2014

Section II: Coordinated System General Information

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

Number of Private Non-Profits:
Number of Private For-Profits:

Public Entities:

School Board:
Municipality:
County:
Transit Authority:
Other:
Total:

Purchased Services

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



Section III: Passenger Trip Information

1 One-Way Passenger Trips

Type of Service	Service Area (INSIDE)			
	MMMG	Bus Passes	Coord-Contr.	Total
Fixed Route/Fixed Schedule				
Daily Trip Passes	0	16,104	0	16,104
Weekly Passes	0	0	0	0
Monthly Passes	0	3,020,863	0	3,020,863
Deviated Fixed Route Service	0	0	0	0
Paratransit				
Ambulatory	724,704	0	0	724,704
Non-Ambulatory	142,810	0	0	142,810
Stretcher	0	0	0	0
Other Services				
School Board Trips	0	0	0	0
Total Trips	867,514	3,036,967	-	3,904,481

2 One-Way Trips by Funding Source

Funding Source	Trips		
	MMMG	Bus Passes	Total
Agency for Health Care Administration	0	0	0
Agency for Persons with Disabilities	0	0	0
Agency for Workforce Innovation	0	0	0
Commission for the Transportation Disadv.	114,595	2,237,047	2,351,642
Department of Children and Families	0	0	0
Department of Community Affairs	0	0	0
Department of Education	0	0	0
Department of Elder Affairs	13,188	0	13,188
Department of Health	0	0	0
Department of Juvenile Justice	0	0	0
Department of Transportation	0	0	0
Local Government	739,731	799,920	1,539,651
Local Non-Government	0	0	0
Other Federal or State Programs	0	0	0
Total	867,514	3,036,967	3,904,481

Section III: Passenger Trip Information

3 One-Way Trips by Passenger Type

Elderly

	MMMG	Bus Passes	Total
Low Income	1,033	930,830	931,864
Disabled	409,425	0	409,425
Low Income & Disabled	14,508	0	14,508
Other	12,271	0	12,271

Children

Low Income	0	0	0
Disabled	19,714	0	19,714
Low Income & Disabled	458	0	458
Other	432	0	432

Other

Low Income	288	2,106,137	2,106,424
Disabled	369,289	0	369,289
Low Income & Disabled	34,484	0	34,484
Other	5,612	0	5,612

Total

867,514	3,036,967	3,904,481
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4 One-Way Passenger Trip by Purpose

	MMMG	Bus Passes	Total
Medical	177,840	622,578	800,419
Employment	86,751	303,697	390,448
Ed./Training/Daycare	255,917	895,905	1,151,822
Nutritional	78,076	273,327	351,403
Life-Sustaining/Other	268,929	941,460	1,210,389
Total	867,514	3,036,967	3,904,481

5 Unduplicated Passenger Head Count

a. Paratransit/Deviated FR/School Board	11,325	0	11,325
b. Fixed Route (Bus Passes)	0	4,026	4,026
Total	11,325	4,026	15,351

Section III: Passenger Trip Information

6 Number of Unmet Trip Requests

Medical	0
Employment	0
Ed./Training/Daycare	0
Nutritional	0
Life-Sustaining/Other	0
Total	0

7 Passenger No-Shows (list by funding source optional)

Agency for Health Care Administration	0
Agency for Persons with Disabilities	0
Agency for Workforce Innovation	0
Commission for the Transportation Disadv.	3,331
Department of Children and Families	0
Department of Community Affairs	0
Department of Education	0
Department of Elder Affairs	1,218
Department of Health	0
Department of Juvenile Justice	0
Department of Transportation	0
Local Government	19,919
Local Non-Government	0
Other Federal or State Programs	0
Total	24,468

8 Complaints

Complaints by Service	2,088
Complaints by Policy	0
Complaints by Vehicle	29
Complaints by Other	0
Total	2,117

9 Commendations

- Palm Tran Connection (CTC)	343
- Transportation Provider	945

Section IV: Vehicle Information

1 Mileage Information *(Input to Provider Vehicle Line)*

Vehicle Miles	10,026,956
Revenue Miles	8,668,132

2 Road calls 153

3 Accidents

	Chargeable	Non-Chargeable
Person Only	15	33
Vehicle Only	147	99
Person & Vehicle	3	8
Total	165	140
Grand Total	305	

4 Number of Vehicles

	Count	% of Total
Wheelchair Accessible	185	100.00%
Stretcher equipped	0	-

Section V: Employee Information

1 Operator/Cord. Contractor Employee Information

	Drivers	PTC	Total	Hours	Drivers/Hours
Full-Time	243	0	243	505,440	2,080.00
Part-Time	0	0	0	-	-
Volunteer	0	0	0	-	-
Total	243	0	243	505,440	2,080.00

	MMMG	PTC	Total
Maintenance Employees	15	0	15
Dispatchers	23	0	23
Schedulers	0	7	7
Call Intake/Res./Cust. Ser.	0	25	25
Other Operations Employ.	0	19	19
Other Volunteers	0	0	0
Administrative Support	8	1	9
Management Employees	2	11	13
Total	291	63	354

Section VI: Revenue Sources

Funding Source		Amount
1	Agency for Health Care Administration <i>List according to instructions</i>	\$0
2	Agency for Persons with Disabilities <i>List according to instructions</i>	\$0
3	Agency for Workforce Innovation <i>List according to instructions</i>	\$0
4	Commission for the Transportation Disadv.	\$2,739,629
	<i>Non-Sponsored Trip Program</i>	\$2,739,629
5	Department of Children and Families <i>List according to instructions</i>	\$0
6	Department of Community Affairs <i>List according to instructions</i>	\$0
7	Department of Education <i>List according to instructions</i>	\$0
9	Department of Elder Affairs	\$350,319
	<i>Older American Act</i>	\$350,319
10	Department of Health <i>List according to instructions</i>	\$0
11	Department of Juvenile Justice <i>List according to instructions</i>	\$0
12	Department of Transportation <i>List according to instructions</i>	\$0
13	Local Government	\$23,727,554
	<i>Complimentary ADA Service</i>	\$17,249,868
	<i>County Cash</i>	\$6,437,686
	<i>City Cash</i>	\$40,000
14	Local Non-Government	\$1,918,186
	<i>Fairbox</i>	\$1,918,186
15	Other Federal or State Programs <i>List according to instructions</i>	\$0
Total		\$28,735,687

Section VII: Expense Sources

Expense Item	Amount
Labor	\$2,267,952
Fringe Benefits	\$1,364,550
Services	\$202,916
Materials and Supplies Cons.	\$53,072
Utilities	\$29,374
Casualty and Liability	\$0
Taxes	\$0
Purchased Services	
Bus Pass Expenses	\$3,719,262
<i>List according to instructions</i>	
School Bus Expenses	\$0
Other (Provider Costs)	\$21,044,026
Miscellaneous	\$18,579
Interest	\$0
Leases and Rentals	\$14,200
Annual Depreciation	\$0
Contributed Services (Pahokee Pass Thru)	\$21,756
Allocated Indirect Expenses	\$0
Total	\$28,735,687

CONNECTION
Fiscal Year 2014 Service Facts
September- 2014

RIDERSHIP - CONNECTION

	<u>Sep-14</u>	<u>Sep-13</u>	<u>Change</u>
Average Weekday Ridership	2,958	3,172	(6.76%)
Monthly Total Route Ridership	72,470	71,938	0.74%
Year to Date Ridership	859,135	879,443	(2.31%)

SERVICE SUPPLIED

	<u>Sep-14</u>	<u>Sep-13</u>	<u>Change</u>
Dedicated Passenger Trips	57,393	49,435	16.10%
Dedicated Service Hours	31,989	26,308	21.60%
Dedicated Service Productivity	1.79	1.88	(4.57%)
Dedicated Service Ratio	79.2%	68.7%	15.28%
Non-Dedicated Passenger Trips	15,077	22,503	(33.00%)
Non-Dedicated Passenger Miles	175,788	238,516	(26.30%)
On Time Performance	89.2%	89.8%	(0.71%)
Complaint Ratio (<i>Per 1,000 Trips</i>)	3.95	2.60	51.79%

MILESTONES - CONNECTION

	<u>Record</u>	<u>Date</u>
Annual Ridership	879,443	FY 2013
Monthly Total Ridership	80,717	Oct-13
Weekday Average Daily Ridership	3,245	Feb-13
Dedicated Service Productivity	2.06	Nov-12

Bus Pass Report
Fiscal Year 2014 Service Facts
September- 2014

BUS PASS SALES

CONNECTION			
	Sep-14	Sep-13	Change
One Day Passes	16,240	15,347	5.82%
Thirty One Day Passes	76,019	85,077	(10.65%)

Bus Passes SOLD Exclusively at Palm Tran Connection			
<i>FY 2014 (YTD)</i>	<i>BP's Sold</i>	<i>% Share</i>	31 Day BP's
Total TD Bus Passes Sold	92,259	91.4%	76,019
Non TD Bus Passes Sold	8,655	8.6%	1,296
Total Bus Passes Sold	100,914	100%	77,315

INTERMODAL - BUS PASS SALES			
	Sep-14	Aug-14	Change
TD Priced Bus Passes	269	173	55%
Full Fare Priced Bus Passes	139	51	2
One Trip Pass	59	41	44%
Total	467	265	76%

PALM TRAN MAIN- BUS PASS SALES			
	Sep-14	Aug-14	Change
TD Priced Bus Passes	293	314	(7%)
Full Fare Priced Bus Passes	2,160	1,631	32%
One Trip Pass	0	0	-
Total	2,453	1,945	26%

AGENCY AND WALK-IN

	Sep-14	Sep-13	Change
YTD Agency Sales	40,358	35,255	14.47%
YTD Connection Walk In Customers	43,130	44,985	(4.12%)
Peak Day Walk In Volume	214	223	(4.04%)



**PLANNING RELATED GRANT AGREEMENT TASKS
QUARTERLY PROGRESS REPORT**

3.B

Designate Official Planning Agency: Palm Beach MPO

Invoice #: 1

County: Palm Beach

Contract #: ARI21

Reporting Period: July 1, 2014 to September 30, 2014

I. Program Management

A. When necessary and in cooperation with the local coordinating board, solicit and recommend a community transportation coordinator, in conformity with Chapters 287 and 427, Florida Statutes. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee.(Task 2)

B. Develop and maintain a process for the appointment and reappointment of voting and non-voting members to the local coordinating board (LCB). (Task 3)

Ongoing. The MPO Board appoints the Chair annually, and the LCB votes to appoint a Vice-Chair annually.

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 a standard agenda item. (Task 3)

[Quarter 1] 25% - The agenda from the August 13, 2014 Palm Beach LCB meeting are attached.

D. Prepare official minutes of local coordinating board meetings regardless of a quorum) and submit an approved 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)

[Quarter 1] 25% - Draft minutes from the August 13, 2014 Palm Beach LCB meeting are attached.

E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing 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)

F. Provide staff support for committees of the local coordinating board. (Task 3)

Ongoing.

G. Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)

[Quarter 1] 100% - Bylaws were updated at the August 13, 2014 Palm Beach LCB Meeting.

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)

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)

[Quarter 1] 100% - The current membership roster and mailing list is included.

J. Provide public notice of local coordinating board meetings and local public hearings in accordance with the *Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

[Quarter 1] 25% - Palm Beach LCB Meeting August 13, 2014 was advertised in the Palm Beach Post on Wednesday, August 6th.

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)

L. Review the transportation disadvantaged service plan, and recommend action to the local coordinating board. (Task 1)

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. (Task 8)

[Quarter 1] 100% - The AER was submitted to the CTD via email on August 26th. A copy of the email and AER are included.

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. (Task 1)

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.

Ongoing.

C. Encourage the local Community Transportation Coordinator to work cooperatively with regional

workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

Ongoing. The regional workforce board has voting representation on the Palm Beach Local Coordinating Board.

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 and any other activities related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

Ongoing.

- B. Attend at least one Commission-sponsored training, including but not limited to, the Commission's quarterly regional meetings, the Commission's annual training workshop, or other sponsored training. (Task 10)

[Quarter 1] 100% - Staff attended the 22nd Annual Transportation Disadvantaged Best Practices and Training Workshop in Orlando, FL July 29th- 30th.

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

[Quarter 1] 100% - Staff attended the July 28th CTD Business meeting in Orlando, FL.

- D. Notify Commission staff of local transportation disadvantaged concerns that may require special investigations.

- E. Provide training for newly-appointed local coordinating board members. (Task 3)

[Quarter 1] 100% - Staff provided LCB member training at the August 13, 2014 Palm Beach LCB meeting.

- 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.

- 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, Florida Administrative Code, and provide recommendation to the local coordinating board.

- 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. (Task 2)

- I. Assist the Commission for the Transportation Disadvantaged in joint reviews of the community transportation coordinator.

- 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.

- K. Implement recommendations identified in the Commission's Quality Assurance Performance Evaluation reviews.

IV Special Considerations by Planning Agency:

V. Special Considerations by Commission:



Signature of Individual Submitting Report

10/14/2014
Date

Luke Lambert
Typed name of Individual Submitting Report