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September 7, 2016

TO: Alachua County Transportation Disadvantaged Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Meeting Announcement

The Alachua County Transportation Disadvantaged Coordinating Board will meet September 14, 2016 at 10:00 a.m. in the Jack Durrance Auditorium located in the Alachua County Administration Building 12 S.E. 1st Street, City of Gainesville. All Board members are encouraged to attend this meeting.

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Attachments

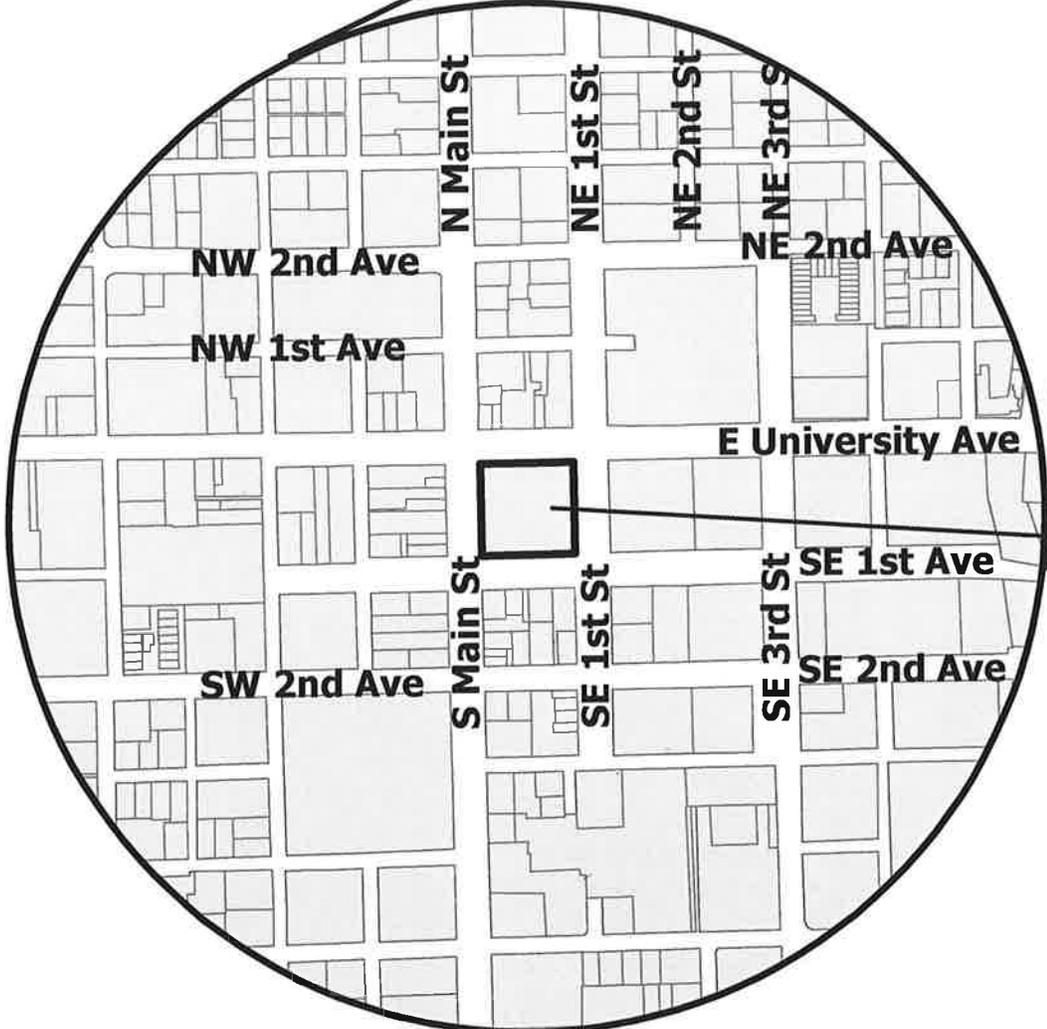
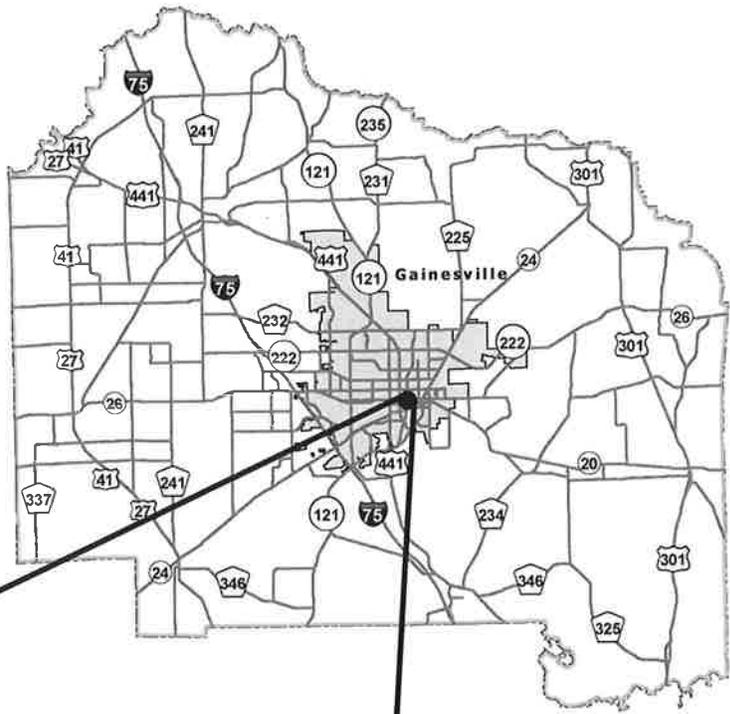
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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
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Alachua County Administration Building

12 Southeast 1st Street
Gainesville, FL 32601

Directions: From the intersection (exit 387) of Interstate 75 and State Road 26 (also known as University Avenue) turn East onto State Road 26 (also known as University Avenue), travel approximately 5.5 miles, turn right (South) onto SE 1st St and the Alachua County Administration Building will be on the right, on the Western side of SE 1st St.



1 inch = 500 feet

Alachua County Administration Building





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**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Jack Durrance Auditorium
Alachua County Admin. Bldg.
12 S.E. 1st Street
Gainesville, Florida

Wednesday
September 14, 2016
10:00 a.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

**C. Approval of the May 11, 2016
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Mobility Enhancement Grant Project

Page 13

NO ACTION REQUIRED

Enclosed is information regarding MV Transportation's Mobility Enhancement Grant project

**B. Rural Area Capital Assistance Program
Grant Application**

Page 25

ACTION REQUIRED

The Board needs to review and approve MV Transportation, Inc's 2016/17 Rural Area Capital Assistance Program Grant application

C. Bylaws

Page 47

ACTION REQUIRED

The Board needs to review and approve the Bylaws

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Craig Carter Local Elected Official/Chair Grievance Committee Member	
Janell Damato Florida Department of Transportation	Sandra Collins Florida Department of Transportation
John Wisker Florida Department of Children and Families	Louella Teague Florida Department of Children and Families
Vacant Florida Department of Education	Jeffrey Aboumrad Florida Department of Education
Jeff Lee - Vice- Chair Florida Department of Elder Affairs Grievance Committee Member	Vacant Florida Department of Elder Affairs
Dewecee Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Linda Tatum Regional Workforce Board	Vacant Regional Workforce Board
Charles J. Harris Florida Association for Community Action (Term ending June 30, 2017)	Tiffany McKenzie Florida Association for Community Action (Term ending June 30, 2017)
James H. Speer, Jr. Public Education	David Dees Public Education
Albert H. Linden, Jr. Veterans (Term ending June 30, 2017)	Vacant Veterans (Term ending June 30, 2017)
James East Citizen Advocate Grievance Committee Member (Term ending June 30, 2018)	Paul Selvy Citizen Advocate (Term ending June 30, 2018)
Earther Wright Citizen Advocate - User Grievance Committee Member (Term ending June 30, 2018)	Vacant Citizen Advocate - User (Term ending June 30, 2018)
Christine Eason Louton Persons with Disabilities Grievance Committee Member (Term ending June 30, 2018)	Sharon Curtis Persons with Disabilities (Term ending June 30, 2018)
Dr. Maurice Levy Elderly (Term ending June 30, 2017)	Vacant Elderly (Term ending June 30, 2017)
Vacant Medical Community (Term ending June 30, 2019)	Vacant Medical Community (Term ending June 30, 2019)
Trisha Nieves Children at Risk (Term ending June 30, 2019)	Vacant Children at Risk (Term ending June 30, 2019)
Jesus Gomez Mass Transit	Mildred Crawford Mass Transit
Lisa Hogan Private Transportation Industry (Term ending June 30, 2019)	Vacant Private Transportation Industry (Term ending June 30, 2019)

Note: Unless specified, members and alternates serve at the pleasure of the Metropolitan Transportation Planning Organization.

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Jack Durrance Auditorium
Alachua County Administration Bldg.
Gainesville, Florida

Wednesday
May 11, 2016
10:00 a.m.

VOTING MEMBERS PRESENT

Commissioner Craig Carter, Chair
Jeff Aboumrad, Florida Department of Education Representative
Millie Crawford representing Jesus Gomez, Mass Transit Representative
Janell Damato, Florida Department of Transportation Representative
James East, Citizen Advocate
Lisa Hogan, Private Transit Industry Representative
Christine Eason Louton, Persons with Disabilities Representative
Dewece Ogden, Florida Agency for Health Care Administration- Medicaid
John Wisker, Florida Department of Children and Families

VOTING MEMBERS ABSENT

Elliene Chisholm, Children at Risk Representative
Monique Harrison Community Action Agency Representative
Jeff Lee, Florida Department of Elder Affairs Representative, Vice-Chair
Dr. Maurice Levy, Elderly Representative
Linda Tatum, Regional Workforce Development Board
Earther Wright, Citizen Advocate

OTHERS PRESENT

Wesley Adams, MV Transportation, Inc.
Allen Brooks, MV Transportation, Inc.
Ed Griffin, MV Transportation, Inc.
Spencer Morton
Marsha Rivera, MV Transportation, Inc.

STAFF PRESENT

Lynn Godfrey, Metropolitan Transportation Planning Organization

I. BUSINESS MEETING CALL TO ORDER

Chairman Carter called the meeting to order at 10:01 a.m.

A. Approval of the February 10, 2016 Minutes

ACTION: Lisa Hogan moved to approve the February 10, 2016 meeting minutes. James East seconded; motion passed unanimously.

B. Approval of the Meeting Agenda

ACTION: Christine Eason Louton moved to approve the meeting agenda. Lisa Hogan seconded; motion passed unanimously.

II. UNFINISHED BUSINESS

A. Regional Transit System Extended Bus Service

Ms. Lynn Godfrey, Metropolitan Transportation Planning Organization Senior Planner, stated that, the Board asked staff to send a follow up letter to the City of Gainesville requesting extended bus service on Routes 25 A and 26 until 8:00 p.m. from Downtown Gainesville to the Grace Marketplace. She said a letter was sent to the City of Gainesville at the Board's request. She said a copy of the letter is included in the meeting materials.

Ms. Crawford stated that no action has been taken by the City of Gainesville on the Board's request.

Mr. Edward Griffin, MV Transportation General Manager stated that MV Transportation will submit a grant application to the Florida Commission for the Transportation Disadvantaged to provide service to the Grace Marketplace and Dignity Village. He said he will discuss the grant application during his presentation to the Board.

III. NEW BUSINESS

A. 2016/17 Alachua County Transportation Disadvantaged Service Plan

Ms. stated that the Board is required to review and approve the Alachua County Transportation Disadvantaged Service Plan annually. She said this plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. She said the Service Plan will be submitted to the Florida Commission for the Transportation Disadvantaged once it is approved by the Board.

Mr. Wesley Adams and Ms. Marsha Rivera, MV Transportation, discussed the methodology used to develop the Fiscal Year 2016/17 service rates.

Lisa Hogan stated that MV Transportation's rates are twice as much as the rates paid by Florida's Managed Medical Care Program.

Mr. Edward Griffin, MV Transportation General Manager, said he would explain what causes the Transportation Disadvantaged Program rates to be higher than transportation service rates paid by other agencies during the next agenda item. Mr. Griffin also stated that all MV Transportation employees will receive a pay increase of \$.25 per hour July 1, 2016.

ACTION: Jim East moved to approve the 2016/17 Alachua County Transportation Disadvantaged Service Plan. Christine Eason Louton seconded; motion passed unanimously.

B. MV Transportation Presentation/Operations Reports

Mr. Griffin discussed the following activities of MV Transportation:

- Sabrina Lundy recipient of the 2016 Katherine McClory Award;
- Recent audit of MV Transportation, Inc.
- Recent Florida Department of Transportation safety reviews;
- Recent safety activities;
- 2016 Florida Triple Crown Bus Rodeo;
- Santa Fe College Extra Shuttle service;
- Transportation Disadvantaged Trust Fund increase;
- Mobility Enhancement Grant application;
- Replacing the Mobile Data Terminals with tablets.

Mr. Griffin explained that because of monitoring and oversight of MV Transportation by various agencies, MV Transportation's Transportation Disadvantaged Program rates are higher than the rates paid by other agencies.

Chair Carter asked if MV Transportation is required to comply with Alachua County's Living Wage Ordinance.

Mr. Griffin stated that MV Transportation would be required to comply with the Alachua County Living Wage ordinance when service is provided under contract with Alachua County.

Chair Carter said he understood the ordinance to apply to all employees of private businesses under contract with Alachua County. He said he did not understand the ordinance to apply only to a specific service contracted by Alachua County.

C. Florida Department of Transportation Safety Reviews

Ms. Godfrey stated that the Florida Department of Transportation conducted reviews of MV Transportation's compliance with Federal and State public transportation requirements on March 8, 2016. She said the following Florida Department of Transportation reports are included in the meeting materials for the Board's review:

1. Vehicle Inventory Report (summary report);
2. Grant Review Report; and
3. Bus Transit System Safety, Security and Maintenance Review Report (executive summary and findings).

D. 2016 Florida Legislative Session

Ms. Godfrey stated that the 2016 Florida Legislature authorized an increase in Transportation Disadvantaged Trust Funds in Fiscal Year 2016-17. She said the additional funds will be used for the following:

1. study the existing Transportation Disadvantaged Trust Fund distribution formula;
2. provide additional transportation services in rural areas for persons with disabilities, older adults, and people with low incomes; and
3. award competitive grants to Community Transportation Coordinators to support transportation projects that: (1) enhance the access of older adults, persons with disabilities, and persons with low income individuals to health care, shopping, education, employment, public services, and recreation; (2) assist in the development, improvement, and use of transportation systems in non-urbanized areas; (3) promote the efficient coordination of services; (4) support intercity bus transportation; and (5) encourage private transportation provider participation.

E. Florida Rural Transit Assistance Program Bulleting Spotlight

Ms. Godfrey stated that Attached is the Spring Volume of the Florida Rural Transit Assistance Program Bulletin. The Spotlight in this issue is on Mr. Edward Griffin, MV Transportation General Manager. Congratulations to Mr. Griffin.

IV. OTHER BUSINESS

A. Members

Chair Carter stated that, at future meetings, he would appreciate everyone asking questions at the meeting in lieu of making statements. He said he will accept questions for clarification, but, will not accept statements that create conflict.

B. Citizens

Millie Crawford stated that Ms. Jesse Pete was unable to attend the meeting, however, she wanted the Board to know that the MV Transportation staff continue to do an outstanding job and, if there is a problem with service, they take care of it "ASAP."

V. FUTURE MEETING DATES

Chair Carter stated that the next meeting of the Alachua County Transportation Disadvantaged Coordinating Board will be held September 7, 2016 at 10:00 a.m.

ADJOURNMENT

The meeting adjourned at 11:00 a.m.

Chair

Date

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August 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Transportation Disadvantaged Program – Mobility Enhancement Grant

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

The 2016 Florida Legislature authorized \$1,750,000 of non-recurring funds to be competitively awarded by the Florida Commission for the Transportation Disadvantaged through a Mobility Enhancement Grant Program. The Florida Commission for the Transportation Disadvantaged was directed to award grant funds to Community Transportation Coordinators to support projects that:

- 1) enhance the access of older adults, persons with disabilities, and low income individuals to healthcare, shopping, education, employment, public services, and recreation;
- 2) assist in the development, improvement, and use of transportation systems in non-urbanized areas;
- 3) promote the efficient coordination of services;
- 4) support inter-city bus transportation; or
- 5) encourage private transportation provider participation.

MV Transportation, Inc., the Community Transportation Coordinator for Alachua County, was one of five applicants to be awarded Mobility Enhancement Grant funds from the Florida Commission for the Transportation Disadvantaged. MV Transportation, Inc. was awarded \$49,815 to provide reduced fare bus passes to the homeless population.

MV Transportation, Inc. will partner with GRACE Marketplace and the City of Gainesville to provide 31-day reduced fare bus passes to the homeless population residing in Gainesville. MV Transportation, Inc. estimates the Mobility Enhancement Grant funds will provide 225 reduced fare bus passes each month. This project was funded for a one-year period.

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EXHIBIT A

**Commission for the Transportation Disadvantaged
Grant Application Form for
the Mobility Enhancement Grant**

- 1. DATE SUBMITTED: May 6, 2016
- 2. LEGAL NAME OF APPLICANT: MV Contract Transportation
- 3. FEDERAL IDENTIFICATION NUMBER: 11-3706363
- 4. REMITTANCE ADDRESS: 5910 N. Central Expy. Suite 1145
- 5. CITY AND STATE: Dallas, TX ZIP CODE: 75206
- 6. CONTACT PERSON FOR THIS GRANT: Edward Griffin
- 7. PHONE NUMBER: 352-375-2784 ext. 11600 FAX NUMBER: 352-378-6117
- 8. E-MAIL ADDRESS: egriffin@mvtransit.com
- 9. PROJECT LOCATION [County(ies)]: Alachua
- 10. PROPOSED START DATE: July 1, 2016 ENDING DATE: June 30, 2017
- 11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 49,815.00 90%
Local Match \$ 5,535.00 10%
TOTAL \$ 55,350.00 100%

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

EXHIBIT B

SCOPE

Project Description:

Gainesville is home to 572 unsheltered homeless people as of the last "Point In Time" count. Over 300 of them reside either in the City's homeless shelter, GRACE Marketplace, or in the tent city, known as Dignity Village, just outside of the shelter. The shelter and the tent city are located several miles outside of town and away from both the services homeless persons need to connect with on a regular basis, such as healthcare, as well as the major job centers. However, both the services and job centers are accessible via current, existing transportation service provided by the City of Gainesville Regional Transit System (RTS). The shelter and tent city are accessible to the current bus line. Many GRACE Marketplace residents do not have any income at all. Some have very small incomes from disability but are still well below poverty level. A few have some income from employment which they are saving up to move into housing, and many others are seeking employment so they can move out of homelessness. A handful of the residents have vehicles, but this is the rare exception. Most of the shelter residents rely heavily on public transportation. Income is verified upon enrollment into services and updated at least annually. This information will be used to document residents' eligibility as "Transportation Disadvantaged (TD)," as well as completion of a TD application made available by the Community Transportation Coordinator (CTC) MV Transportation. MV will make final approval of all applications and GRACE Marketplace officials will distribute the passes and track by name and pass number for documentation of billing and invoicing by MV.

The shelter's site was selected after the City of Gainesville and Alachua County worked together for over ten years to develop and implement a plan to provide housing and services for local homeless individuals. GRACE Marketplace opened with limited services on May 5, 2014, and has grown rapidly with an influx of homeless looking for services. Tent city residents camp just outside of the shelter, which allows them daily access to the shelter services, such as: meals; restrooms and showers; laundry and a clothing closet; computer lab; case managers and more. Without access to reliable, affordable (free or extremely reduced cost) transportation, most of the tent city residents would scatter and relocate closer to the city center for better access to healthcare and employment. This would be detrimental since it would greatly reduce the interaction they have with service providers. Through this interaction, the shelter has been able to reduce homelessness in our community because more homeless people have been able to connect with services that enable them to rise out of homelessness. The same reasoning applies to the shelter residents. Many are actively seeking employment. In order to obtain steady employment, they must have access to reliable transportation to and from work.

A critical juncture in the continued success of the homeless shelter has been identified: the need to provide transportation for the residents. Now that housing and transitional services are available at the shelter, it is imperative to be able to provide the residents with access to

safe, reliable transportation so they can evolve as independent, contributing community members. MV Transportation is seeking to partner with the operators of GRACE Marketplace to provide reduced fare bus passes for the homeless clients they serve. The passes would be offered to those who meet the proper income guidelines and need transportation to help them move forward with their lives and out of homelessness. The operators of GRACE Marketplace would certify income and need, and distribute and track distribution of passes. These reduced fare passes are a critical need in helping to eliminate homelessness in our community. The City of Gainesville will be providing the match, and will also be actively involved in screening individuals with disabilities to be qualified for ADA service. All ADA eligible recipients will receive monthly bus passes through this process (a cost –effective alternative), and those that qualify by income will be served by this grant. This is a true partnership of several agencies to meet this critical need.

This proposed project will address each of the five goals of the Mobility Enhancement Program. The City of Gainesville is also on board as a willing partner to provide the required local match; City management is extremely supportive of this project. The foundations of the project are already in place, and implementation can begin without delay, should the Commission elect to fund this project.

Project Timeframe:

Upon award of the grant, monthly bus passes will be distributed effective July 1, 2016 and continue through June 30, 2017.

Project Performance Measures:

Project progress reviews will occur during November and March. Projects will be allowed to continue upon successful completion of progress reviews. Examples would include: the number of clients served, the number of trips provided per pass (tracked by RTS), and cost analysis.

Project Funding:

In previous years, the City of Gainesville assisted in funding *annual* passes for this client base through a special homeless bus pass program that expired on May 18, 2016. Unfortunately, due to the rapid growth and success of the GRACE Marketplace and Dignity Village, the former program could not keep up with the demand, and funding strictly through the City of Gainesville became a budgetary concern. Due to this limited funding availability, many clients would be denied service. The City has moved some other project funding to address the “gap” timeframe of May 18 – June 30. This project will distribute 31-day passes that can be given at any time to ensure access when needed. Based on historical data and residents in this community, we estimate 225 passes distributed monthly at a cost of \$20.50. Based on this figure, the total grant amount would be \$55,350. The City of Gainesville will provide the 10% Local Match.

Transportation Disadvantaged Program - Mobility Enhancement Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Partner with the City of Gainesville through its Grace Marketplace (homeless shelter) to provide reduced fare bus passes for the homeless clients they serve.	2016/17	City of Gainesville	\$49,815.00 \$5,535	Transportation Disadvantaged Program Mobility Enhancement Grant Funds MV Transportation

5. Goals, Objectives and Strategies

GOAL I: **Coordinate transportation disadvantaged services that are funded with local, state and/or federal government funds.**

OBJECTIVE: Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.

Strategy a: Identify agencies in Alachua County that receive local, state and/or federal funds to transport clients or purchase vehicles.

Strategy b: Contact agencies to obtain information about coordination opportunities.

Strategy c: Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.

GOAL II: **Identify unmet transportation needs in Alachua County.**

OBJECTIVE: Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.

Strategy: The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.

GOAL III: **Provide transportation services that are consumer oriented and effectively coordinate trips.**

OBJECTIVE: Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.

2016-17 Mobility Enhancement Grant Summary

County	Community Transportation Coordinator	Project Description	Committee Comments	Requested Total Project Cost (100%)	Requested TD Dollar Amount (90%)	Recommended Funding
Alachua	MV Contract Transportation	Partner with the City of Gainesville through its GRACE Marketplace (homeless shelter) to provide reduced fare bus passes for the homeless clients they serve. Current program providing bus passes will expire 5/18/16.	Develops partnership and supports employment activities. Would like to include additional performance measure of the number of individuals that obtained employment.	\$55,350.00	\$49,815.00	\$49,815.00
Bradford	Suwannee River Economic Council	Provide on-demand service (within 30 minutes) to designated stops in the City of Starke for medical, pharmacy and shopping.	Innovative. Supports development of future partnerships.	\$59,389.00	\$53,450.00	\$53,450.00
Hernando	Mid-Florida Community Services	Expand current service hours and days. Will also add 3 connector stops to fixed route service.	Improves access to fixed route services. Request to add number of transfers to/from FR service to performance measures.	\$220,000.00	\$200,000.00	\$200,000.00
Manatee	Manatee BOCC	Partner with local healthcare service providers to screen and distribute daily bus passes to eligible low-income individuals for medical appointments.	Enhancing access to medical care, building partnerships, and cost efficient.	\$100,000.00	\$90,000.00	\$90,000.00
Pinellas	Pinellas Suncoast Transit Authority	Partner with Uber, United Taxi, and Care Ride to provide affordable, on-demand, door-to-door trips within 20 minutes of request to or from work. In addition, grant would also fund urgent TD trips for medical purposes.	Innovative, builds community partners, expands hours of service availability.	\$333,333.00	\$300,000.00	\$300,000.00

County	Community Transportation Coordinator	Project Description	Committee Comments	Requested Total Project Cost (100%)	Requested TD Dollar Amount (90%)	Recommended Funding
Columbia/ Hamilton/ Suwannee	Suwannee Valley Transit Authority	Transport dual enrolled students (high school and college) to North Florida Community College and Florida Gateway College for 2 semesters. Have designated pickup and drop off locations in Live Oak and Jasper for NFCC; Branford and Ft White for Gateway College	Concerns with the lack of financial support from school district and colleges. Concern with projected ridership and future sustainability.	\$163,524.80	\$147,172.32	\$0.00
Flagler	Flagler BOCC	To fund an additional 1,600 (approximately) monthly trips that are not covered by any other grant program at this time.	Not enough information was provided.	\$150,000.00	\$135,000.00	\$0.00
Glades/Hendry (& Collier)	Good Wheels, Inc.	Rural circulator service between Immokalee, Moore Haven and LaBelle for healthcare and education trips.	Recognizes that the need exists, however concerns with sustainability, cost effectiveness, and local support.	\$508,400.00	\$457,560.00	\$0.00
Holmes/ Washington Leon	Tri-Co Community Council City of Tallahassee - StarMetro	Additional trips provided. Provide enhanced trans to individuals who live outside of the 3/4-mile ADA corridor. Work with Tallahassee Senior Center County Outreach Program to increase the number shopping trips to additional rural communities within Leon County.	Not enough information was provided. Not enough information was provided.	\$20,000.00 \$150,000.00	\$18,000.00 \$135,000.00	\$0.00 \$0.00
Okeechobee	MV Contract Transportation	Partner with Okeechobee Career Academy to assist with transportation for their clients attending educational classes, job application opportunities and employment.	Recognizes need for access to employment and support activities, however too early in the planning process to ensure the feasibility of the project.	\$80,000.05	\$72,000.45	\$0.00
Putnam	Ride Solution	Expand days and times for flex route. New days and hours will help to support employment rides.	Does not appear to be cost effective or sustainable.	\$344,215.00	\$309,793.00	\$0.00

County	Community Transportation Coordinator	Project Description	Committee Comments	Requested Total Project Cost (100%)	Requested TD Dollar Amount (90%)	Recommended Funding
Santa Rosa	Tri-Co Community Council	Provide additional trips in Navarre and Gulf Breeze Area.	Not enough information was provided.	\$20,000.00	\$18,000.00	\$0.00
Wakulla	Wakulla County Senior Citizens Council	Expand services for Saturday trips to Tallahassee.	Not enough information was provided.	\$25,000.00	\$22,500.00	\$0.00
Walton	Tri-Co Community Council	Provide additional trips in DeFuniak Springs area.	Not enough information was provided.	\$12,000.00	\$10,800.00	\$0.00
Total				\$2,637,999.45	\$2,376,199.41	\$693,265.00

Available: \$1,750,000.00

Remaining: \$1,056,735.00



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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Rural Area Capital Assistance Program Grant Application

RECOMMENDATION

The Board needs to approve MV Transportation, Inc.'s application for Rural Area Capital Assistance Program Grant funds.

BACKGROUND

The Rural Area Capital Assistance Program is administered by the Florida Commission for the Transportation Disadvantaged. Grant funds awarded by this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

Attached is MV Transportation, Inc.'s Rural Area Capital Assistance Program Grant application. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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EXHIBIT A

**Commission for the Transportation Disadvantaged
Grant Application Form for
the Shirley Conroy Rural Area
Capital Assistance Program Grant**

1. DATE SUBMITTED: August 15, 2016
2. LEGAL NAME OF APPLICANT: MV Contract Transportation, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 11-3706363
4. REMITTANCE ADDRESS: 3713 SW 42nd Ave., Suite 3
5. CITY AND STATE: Gainesville, FL ZIP CODE: 32608
6. CONTACT PERSON FOR THIS GRANT: Edward Griffin
7. PHONE NUMBER: 352-375-2784 ext. 11600 FAX NUMBER: 352-378-6117
8. E-MAIL ADDRESS: egriffin@mvtransit.com
9. PROJECT LOCATION [County(ies)]: Alachua
10. PROPOSED START DATE: September 10, 2016 ENDING DATE: June 30, 2017
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 19,709.73
Local \$ 2,189.97
TOTAL \$ \$21,899.70

12 I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Robert A. Pagorek, CFO

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

Robert Pagorek
SIGNATURE OF AUTHORIZED REPRESENTATIVE

1/15/16
DATE

13 Local Coordinating Board Approval

I hereby certify that this grant has been reviewed in its entirety by the

_____ County Coordinating Board

COORDINATING BOARD CHAIRPERSON'S SIGNATURE

DATE

EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost – Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

Capital equipment - **Prioritize based on need.**
If vehicle, specify type of vehicle and fuel type
(gas, diesel, alternative)

1. Mobile Data Terminal Units (30) which will include:
Tablets, SOTI initial setup and annual license fees,
Mounting Hardware, and Screen Protectors

\$21,899.70

2. \$

3.

Total Project Cost \$21,899.70

II. Funding Participation

A. Transportation Disadvantaged Trust Funds (90%) * \$19,709.73

B. Local Match (10%) * \$2,189.97

C. **Total Project Cost** \$21,899.70

* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.

EXHIBIT C

SCOPE

Who:

As the Community Transportation Coordinator (CTC) for Alachua County, MV Transportation has several contracts that meet the needs of individuals needing transportation for a variety of purposes. Through our contract with the City of Gainesville Regional Transit System (RTS) we are able to meet the needs of those passengers residing in the fixed-route urban service area, but approximately 40% of our passengers reside in rural areas, and the rural service area of Alachua County comprises over 75% of the total service area we serve, which is indicated in the map included in this application.

With the award of a significant amount of additional TD Trust Fund money for the 2016-2017 period, we are now in a position to provide more service to those passengers residing in the rural areas of the County. We are in the process of developing shopping and "outing" trip routes to better serve this specific target group, and have implemented a campaign to identify eligible "TD riders" and have received several new applications over the last three months.

All of our vehicles have Mobile Data Terminals (MDTs) as standard equipment. Particularly in rural areas, these are a vital component in assisting drivers in receiving up to date information regarding addresses and maps for pickup locations, as well as changes in their pickup orders necessitated by no shows and cancels and other factors. This information is in turn transmitted back to our base, where dispatchers can confirm pickups and drop-offs and manage trip manifests to ensure on time performance. To achieve peak productivity these units are critical in this process, particularly in our vast rural service areas. We have identified 23 MDT units that have exceeded their useful life and need replacement. Because they are older units, they are no longer supported by the manufacturer and repairs are cost prohibitive. We will need to update our MDTs within our fleet to ensure safe and consistent service. We have identified the units we are seeking to replace and this is included in our application.

MV currently has eight (8) tablets installed in our fleet as part of our DriverMate application. They are used in replacement of the original MDTs (Mentor Rangers) and have proven to be far more effective and user friendly and a much more affordable option. This request is for 30 total units (28 in use plus 2 backups) to replace the current units, which have all exceeded useful life. A spreadsheet is included which outlines the age and serial numbers of units being replaced.

What:

The requested units are as follows: A spreadsheet is included that outlines all of the units and peripherals necessary to make the product functional including price per unit. This includes: Samsung Tablets, SOTI MobiControl initial setup and annual licenses

<http://www.soti.net/products/mobicontrol/overview/>

(which is an Enterprise Mobility Management (EMM) solution built on a solid foundation of mobile security and device management, delivering enhanced EMM features like; application management, content management, location services and remote help), and mounting hardware.

Where:

Included in the application is a map of Alachua County which pinpoints rural areas to be served in our role as Community Transportation Coordinator (CTC).

When:

We would expect delivery of these units shortly after execution of the grant as they are readily available and the procurement process fluid as we order these products frequently through our national network.

How:

The units will be procured through our national purchasing network, which allows for the best pricing. MV Transportation will provide the 10% match for this grant. The use of these units will be as outlined in the "WHO" section, which will include routes specifically designed for rural areas for education, shopping and other activities. Medical trips will be also provided to TD eligible recipients residing in rural areas. Maps are included as an appendix to the application to show where the units will be utilized.

Why: The Management Credo of MV Transportation includes the directive to make SAFETY our top priority. As the Community Transportation Coordinator (CTC), we are subject to stringent rules and standards, and audited by FDOT and the CTD to ensure our vehicles meet all the requirements of F.S. 14-90. In addition, we are held contractually to meet high goals for On Time Performance (OTP) as well as peak productivity in order to provide the most cost effective solutions in maintaining rates while still being held to the highest standards. The addition of these state of the art Mobile Data Terminals will help us achieve those goals.

Status of 2014/2015 and 2015/2016 Grants: No funds were awarded for the 2015/2016 grant period. For the 2014/2015 grant period, funding for two (2) vehicles were awarded, and they currently have 45,870 and 47,958 miles on them. The amount of this grant was as follows:

Funding Participation

A. Transportation Disadvantaged Trust Funds	(90%)	<u>\$128,032.00</u>
B. Local Cash Funds	(10%)	<u>\$14,226.00</u>
C. Total Project Cost		<u>\$142,258.00</u>



MV TRANSPORTATION, INC.

MV CONTRACT TRANSPORTATION, INC.

SECRETARY'S CERTIFICATE

July 15, 2016

The undersigned, being the Secretary of MV Contract Transportation, Inc. (the "Company"), hereby certifies, in her capacity as the Secretary of the Company, the following:

- Robert Pagorek has been duly appointed as the Chief Financial Officer of the Company and that he is empowered to execute contracts for and on behalf the Company.

IN WITNESS WHEREOF, the undersigned has executed this Secretary's Certificate to be effective as of the date set forth above.

Lisa Winston Hicks, Secretary

EXHIBIT E

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
- (6) The recipient is aware that the approved project must be complete by June 30, 2017, which means the equipment must be received by that date or reimbursement will not be approved.
- (7) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (8) All project equipment or vehicles shall meet or exceed the applicable criteria set forth in the Florida Department of Transportation's Guidelines for Acquiring Vehicles on file with the Commission on July 1, 2016, or criteria set forth by any other federal, state, or local government agency.
- (9) Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

(10) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to

- (a) response time,
- (b) fares,
- (c) geographic service area,
- (d) hours and days of service,
- (e) restrictions on trip purpose,
- (f) availability of information and reservation capability, and
- (g) contracts on capacity or service availability

In accordance with 49 CFR Part 37, public entities operating demand response systems for the general public which receive financial assistance under 49 U.S.C 5310 or 5311 of the Federal Transit Administration (FTA) have filed a certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds have also filed a certification with the appropriate program office. Such public entities receiving FTA funds under any other section of the FTA have filed a certification with the appropriate FTA regional office.

This certification is valid for no longer than the agreement period for which the grant application is filed.

Date: 1/24/16 Signature: [Handwritten Signature]
Name: Robert A. Pagorek
Title: CFO

Equipment	Quantity	Cost	Total Cost
Tablet	30	\$149.99	\$4,499.70
SOTI	30	\$360.00	\$10,800.00
Mounting Hardware	30	\$220.00	\$6,600.00
Screen Protectors	30	\$26.24	\$787.20

Gainesville - Tablet Quote (30)

\$21,899.70	<u>Total Initial</u>
-------------	----------------------

Trapeze DriverMate

MV will install the Trapeze DriverMate mobile application on the proposed Samsung Galaxy tablets (described below). This tablet-based application provides real-time communication between the dispatch/reservations team and all operators on the road. Operators receive their manifest electronically using the DriverMate application; GPS location data as well as trip status updates (pick up / drop off) are relayed to Trapeze in real time. This provides the Community Transportation System in Alachua County with a fully live understanding of how service is performing up to the minute, and where each vehicle asset is at any time.



Trapeze mobile application running on a tablet with Android OS

MV will use the 8" Samsung Galaxy 4 tablet for the provision of services. This tablet will serve as the primary method of communication between operators and dispatch, eliminating radio traffic, and allowing dispatchers the time to focus on troubleshooting and issue management.



The benefit of the tablets is the close integration with Trapeze software, eliminating the need for paper manifests and streamlining dispatcher to operator communication.

Van Number	MDT Serial Number	
		The serial number (for Ranger2's) the first 2 digits are the year the Ranger was made. The second two digits are the month it was made. Following this logic all of the Ranger2's (28-) were produced in 2010 which means they will be over 6 years old by the end of next month.
4062	TABLET	
4063	TABLET	
4064	TABLET	
4065	TABLET	
4066	TABLET	
4067	TABLET	
4068	TABLET	
4069	TABLET	
214	28-10080439	RETIRE
2905	NONE SPARE VAN	
300	28-10080465	RETIRE
302	NONE SPARE VAN	
3162	28-10060445	RETIRE
3164	28-10080453	RETIRE
3715	28-10080450	RETIRE
3716	28-10080443	RETIRE
3720	28-10080442	RETIRE
3722	28-10080454	RETIRE
3723	28-10080447	RETIRE
3770	28-10090994	RETIRE
3894	28-10080429	RETIRE
3215	28-10080463	RETIRE
3217	28-10080457	RETIRE
3219	28-10080822	RETIRE
3990	28-10080441	RETIRE
3991	28-10080420	RETIRE
3992	28-10080423	RETIRE
3993	28-10080452	RETIRE
3962	28-10080422	RETIRE
3948	28-10080461	RETIRE
3623	28-10080455	RETIRE
3625	28-10080469	RETIRE
3626	28-10080440	RETIRE
3671	28-10080430	RETIRE
3673	28-10080467	RETIRE
3674	28-10080437	RETIRE

3675	28-10080426	RETIRE
3721	28-10080451	RETIRE
4039	31-5139040	NEW MDT 4 INSTALLED
4040	31-5139020	NEW MDT 4 INSTALLED
4041	31-5139033	NEW MDT 4 INSTALLED
4042	31-5139025	NEW MDT 4 INSTALLED
SPARE MDT 4	31-4252001	
SPARE MDT 4	31-4339033	
SPARE MDT 4	31-4322072	

Division 65 Vehicles						
Vehicle #	Description	VIN#	Capacity / Fuel Type	TRANS/ENG REP	Status	Owner
3720	2012 Ford E450	1FDFE4FS6CDB04860	12/2 UNLEADED		ACTIVE	
3716	2012 Ford E450	1FDFE4FS5CDA02721	12/2 UNLEADED	ENG OH TRANS		RTS
3715	2012 Ford E450	1FDFE4FSBCDA02714	12/2UNLEADED		ACTIVE	RTS
110	2008 Ford Crown Vic	2FAFP72V78X143263	5 Unleaded		ACTIVE	
3675	2011 Chevy 3500	1GB3G2BG8B1144718	8/2 Unleaded	ENG OH TRANS		RTS
3674	2011 Chevy 3500	1GB3G2BG8B1143021	8/2 Unleaded	ENG OH TRANS		RTS
3673	2011 Chevy 3500	1GB3G2BG5B1146883	8/2 Unleaded		ACTIVE	RTS
3671	2011 Chevy 3500	1GB3G2BG1B1143510	8/2 Unleaded		ACTIVE	RTS
3626	2010 Chevy 3500	1GB8G2AG3A1160922	8/2 Unleaded		ACTIVE	RTS
3625	2010 Chevy 3500	1GB8G2AG4A1161223	8/2 Unleaded		ACTIVE	RTS
3623	2010 Chevy 3500	1GB8G2AG5A1160694	8/2 Unleaded		ACTIVE	RTS
3184	2007 Chevrolet - 3500	1GBJG31U471134134	8/2 Unleaded		ACTIVE	
3219	2010 Chevy 3500	1GBJG31K091173174	8/2 Unleaded		ACTIVE	Alaska
4039	2016 E-450 Ford	1FDFE4FS7GDC03268	12/2 unleaded		ACTIVE	RTS
3217	2010 Chevy 3500	1GBJG31K091174115	8/2 Unleaded	TRANS BURNT OUT		Alaska
4040	2016 E-450 Ford	1FDFE4FS0GDC03268	12/2 unleaded		ACTIVE	RTS
3215	2010 Chevy 3500	1GBJG31K491171525	8/2 Unleaded		ACTIVE	Alaska
3894	2014 Chevy 3500	1GB3G2BG2E1120192	8/2 Unleaded		ACTIVE	RTS
3991	2015 Chev 3500	1GB3G2BG1F1137115	8/2 Unleaded		ACTIVE	RTS
3722	2015 FORD E-450	1FDFE4FS1FDA34960	12/2 unleaded		ACTIVE	
3723	2015 FORD E-450	1FDFE4FS3FDA34951	12/2 unleaded		ACTIVE	
3162	2008 Ford E350 - 3162	1FDWE35L66DA13732	8/2 Unleaded		ACTIVE	
4041	2016 E-450 Ford	1FDFE4FS3GDC03264	12/2 unleaded		ACTIVE	RTS
4042	2016 E-450 Ford	1FDFE4FS8GDC03274	12/2 unleaded		ACTIVE	RTS
3990	2015 Chev 3500	1GB3G2BG7F1135322	8/2 Unleaded		ACTIVE	RTS

Lic Plate	Body Manufacturer	Age of Vehicle	Mileage	
BKBY93	Champion	3	142,389	
ARP5164	Goshen	3	192,857	x
XBO716	Goshen	3	165,645	x
X9298A	Ford	7	156,024	
XB0710	Goshen	3.5	164,748	x
YB0707	Goshen	3.5	168,691	x
XB0712	Goshen	3.5	196,281	x
XB0706	Goshen	3.5	200,392	x
XC4006	Champion	4	239,842	x
XC4007	Champion	4	209,242	
XC4006	Champion	4	225,123	x
X72883	Startrans	7	290,562	x
508YVD	Champion	4.5	244,266	x
XD9843	Glaval Bus	1	21,935	x
508YVD	Champion	4.5	276,410	x
XD9842	Glaval Bus		25,704	x
503YVD	Champion	4.5	240,215	x
XC4291	Champion	1	121,056	x
XC4854	Champion	1	47,505	x
BKT1158	GLAVAL	1	26,918	x
BKT1237	GLAVAL	1	28,359	x
X71448	Startrans	8	209,321	
XD9841	Glaval Bus	1	24,277	x
XE4193	Glaval Bus	1	28,835	
XC4853	Champion	1	42,504	x
				x

D.O.T 3

x

x

x

x

2905	2005 Ford E350 - 2905	1FDWE35L45HA19414	9 OR 3 UNLEADED		ACTIVE	
302	2003 Ford Braun - 20053	1FTSS34LX3HB72941	8/2 Unleaded		ACTIVE	
300	2003 FORD E-350 - 2003	1FTSS34L13HB72939	8/2 UNLEADED		ACTIVE	
214	2003 Ford E350 - 31053	1FTSS34L53HA67675	7/2 UNLEADED		ACTIVE	
4068	2016 Ford E-450	1FDFE4FS7GDC25963	12/2 UNLEADED		ACTIVE	RTS
4069	2016 Ford E-450	1FDFE4FS9GDC25964	12/2 UNLEADED		ACTIVE	RTS
203	2003 Ford Braun - 20073	1FBSS31L63HA74353	8/2 Unleaded			
4067	2016 Ford E-450	1FDFE4FS6GDC25971	12/2 UNLEADED		ACTIVE	RTS
3721	2012 Ford E450	1FDFE4F S90DA92974	12/2 Unleaded		ACTIVE	
3948	2014 Chevy 3500	1GB3G2BG7E1197754	8/2 Unleaded		ACTIVE	RTS
3770	2014 Ford Braun	1FDFE4FS1EDA9173/8	12/2 Unleaded		ACTIVE	
3962	2015 Chevy 3500	1GB3G28G7E1197799	8/2 Unleaded		ACTIVE	RTS
3992	2015 CHEVY 3500	1GB3G28G0F1136571	8/2 UNLEADED		ACTIVE	RTS
3993	2015 CHEVY 3500	1GB3G28G7F1136112	8/2 UNLEADED		ACTIVE	RTS
4063	2016 Ford E-450	1FDFE4FS4GDC25967	12/2 UNLEADED		ACTIVE	RTS
4064	2016 Ford E-450	1FDFE4FS8GDC25972	12/2 UNLEADED		ACTIVE	RTS
4065	2016 Ford E-450	1FDFE4FSXGDC25973	12/2 UNLEADED		ACTIVE	RTS
4066	2016 Ford E-450	1FDFE4FS0GDC25966	12/2 UNLEADED		ACTIVE	RTS
4062	2016 Ford E-450	1FDFE4FS5GDC25962	12/2 UNLEADED		ACTIVE	RTS

P378IL	TURTLE TOP	9	361,565
814LUH	Braun	11	266,937
815LUH	Braun	11	301,204
845LUH	Braun	11	285,449
BRF2244	GLAVAL	1	1,600
BRG2782	GLAVAL	1	1,400
853LUH	TURTLE TOP	11	326,101
BRF2225	GLAVAL	1	1,958
8KBY93	Ford	2.5	125,444
BF11056	Champion	1	95,860
CWIT32	Goshen	1	76,071
XC4298	Champion	1	61,341
XC4655	CHAMPION	1	48,442
XC4652	Champion	1	48,731
BQ13302	Goshen	1	1,300
BQ13336	Goshen	1	1,300
BQ13383	Goshen	1	1,300
BQ13220	Goshen	1	1,300
BRG7810	GLAVAL	1	1,400



United States Code Section 5311 Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase demand response trips and fund one bus on the Route 23 between Santa Fe College and the Oaks Mall	2016/17	City of Gainesville Alachua County	\$365,000 \$329,300 \$35,700	U.S.C. Section 5311 City of Gainesville Program Income

United States Code Section 5339 Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase four replacement paratransit vehicles and four mobile data terminals.	2016/17	City of Gainesville Alachua County	\$293,832	U.S.C. Section 5339

Rural Area Capital Equipment Support Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase mobile data terminal units (30) including tablets, SOTI initial setup, annual license fees, mounting hardware and screen protectors.	2016/17	Alachua County	\$19,709.73 \$2,189.97	Rural Area Capital Equipment Support Grant MV Transportation, Inc.

Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2016/17	Alachua County	\$742,339 \$82,482	Transportation Disadvantaged Trust Fund Grant MV Transportation



II . C .
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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Alachua County Transportation Disadvantaged Coordinating Board Bylaws

RECOMMENDATION

Approve the Board's Bylaws.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Bylaws annually. Attached are the Board's Bylaws for review and approval.

If you have any questions concerning the Bylaws, please contact me at extension 110.

Attachment

t:\lynn\td2016\alachua\memos\bylaws.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Bylaws

September 14, 2016

Alachua County Transportation Disadvantaged Coordinating Board



Bylaws

Approved by the
Aachua County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Craig Carter, Chair

with Assistance from
Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

September 14, 2016

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Chapter I: Alachua County Transportation Disadvantaged Coordinating Board Bylaws

A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Alachua County Transportation Disadvantaged Coordinating Board. The intent is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and subsequent laws setting forth requirements for the coordination of transportation services to the transportation disadvantaged.

B. Agency Description

The Alachua County Transportation Disadvantaged Coordinating Board is a public body appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Name and Purpose

- (1) The name of the Coordinating Board shall be the Alachua County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) The purpose of the Board is to identify local service needs and provide information, advice and direction to the Community Transportation Coordinator on the provision of services to the transportation disadvantaged within the designated service area. In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).

E. Membership

- (1) Voting Members. In accordance with Section 427.0157, Florida Statutes, all voting members of the Board shall be appointed by the Designated Official Planning Agency. The Designated Official Planning Agency for Alachua County is the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
 - (a) An elected official from the service area which the Board serves shall be appointed to the Board.
 - (b) A local representative of the Florida Department of Transportation;
 - (c) A local representative of the Florida Department of Children and Family Services;

- (d) A local representative of the Public Education Community which could include, but not be limited to, a representative of the District School Board, School Board Transportation Office or Headstart Program in areas where the School District is responsible;
- (e) In areas where they exist, a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Department of Education;
- (f) A person recommended by the local Veterans Service Office representing the veterans of the service area;
- (g) A person who is recognized by the Florida Association for Community Action (President), representing the economically disadvantaged in the service area;
- (h) A person over age sixty (60) representing the elderly in the service area;
- (i) A person with a disability representing the disabled in the service area;
- (j) Two citizen advocate representatives in the service area; one who must be a person who uses the transportation service(s) of the system as their primary means of transportation;
- (k) A local representative for children at risk;
- (l) In areas where they exist, the Chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where they are also the Community Transportation Coordinator;
- (m) A local representative of the Florida Department of Elder Affairs;
- (n) An experienced representative of the local private for profit transportation industry. In areas where such representative is not available, a local private non profit representative shall be appointed, except where said representative is also the Community Transportation Coordinator;
- (o) A local representative of the Florida Agency for Health Care Administration;
- (p) A representative of the Regional Workforce Development Board established in Chapter 445, Florida Statutes; and
- (q) A representative of the local medical community, which may include, but not be limited to, kidney dialysis centers, long term care facilities, assisted living facilities, hospitals, local health department or other home and community based services, etc.
- (r) No employee of a Community Transportation Coordinator shall serve as a voting member of the Coordinating Board in an area where the Community Transportation Coordinator serves. However, an elected official serving as a member of the Community Transportation Coordinator's Board of Directors, or other governmental employees that are not employed for the purpose of making provisions for transportation and are not directly supervised by the Community Transportation Coordinator, shall not be precluded from serving as voting members of the Coordinating Board. It is the intent of the Florida Commission for the Transportation Disadvantaged for the membership of the Board to represent to the maximum extent possible a cross section of their local community.

- (2) Alternate Members. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area may appoint one alternate member to represent appointed voting members in their absence. Alternate members may vote only in the absence of the voting member on a one-vote-per-member basis. Alternate members must be a representative of the same interest as the primary member.
- (3) Terms of Appointment. Except for the Chair, non-agency members of the Board shall be appointed for three-year staggered terms with initial membership being appointed equally for one, two and three years. The Chair shall serve until elected term of office has expired or otherwise replaced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area. There are no limits to the number of terms served by any member of the Board.
- (4) Termination of Membership. Any member of the Board may resign at any time. Each member of the Board is expected to demonstrate his/her interest in the Board's activities through attendance of the scheduled meetings, except for reasons of an unavoidable nature. In each instance of an unavoidable absence, the absent member should ensure that his/her alternate will attend.

F. Officers

- (1) Chair. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall appoint the Chair for all Board meetings. The appointed Chair shall be an elected official from the designated service area that the Board serves (41-2.012(1), Florida Administrative Code). The Chair shall serve until their elected term of office has expired or otherwise replaced by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area.
- (2) Vice-Chair. The Board shall elect a Vice-Chair. The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting. The Vice-Chair may serve more than one term.

G. Meetings

- (1) Regular Meetings. The Board shall meet at least quarterly. The Board may meet as often as necessary to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. Business meetings of the Board may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda. The Board shall conduct business using parliamentary procedures according to Roberts Rules of Order.

- (2) Emergency Meetings. The Board may hold emergency meetings in order to transact business necessary to ensure the continuation of services to the transportation disadvantaged population. Special meetings may be called by the Chair or by writing by 1/3 of the Board's voting membership. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall give the Florida Commission for the Transportation Disadvantaged, Board members and all interested parties one week notice, if possible, of the date, time, location and proposed agenda for the emergency meeting. Meeting materials shall be provided as early as possible. Emergency meetings shall be advertised at a minimum, in the largest general circulation newspaper in the designated service area as soon as possible prior to the meeting.
- (3) Special Meetings. Special meetings of the Board may be called for any appropriate purpose by the Chair or by written request of at least seven (7) voting members of the Board. Special meetings of the Board may be rescheduled, postponed or cancelled for any appropriate purpose by the Chair.
- (4) Public Workshop. The Board shall hold a public workshop annually. Public workshops may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair.
- (45) Notice of Regular and Special Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation Disadvantaged, Board members and other interested parties at least two weeks prior to each Board meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.

The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the agenda and meeting package to the Florida Commission for the Transportation Disadvantaged, Board members and all other interested parties prior to the meeting. The agenda shall include a public participation opportunity.

- (56) Quorum. At all meetings of the Board, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called. In the absence of a quorum, the members present may also elect to either:
- a) Cancel and reschedule the meeting; or
 - b) Continue to meet and discuss agenda items for informational purposes only. Agenda items that require formal action shall be presented at a future meeting where a quorum is present.

Board members can participate (and vote) in meetings via conference call, however, a physical quorum must be present to vote on agenda items that require formal action.

- (67) Voting. At all meetings of the Board at which a quorum is present, all matters, except as otherwise expressly required by law or these Bylaws, shall be decided by the vote of a majority of the members of the Board present. As required by Section 286.012, Florida Statutes, all Board members, including the Chair of the Board, must vote on all official actions taken by the Board except when there appears to be a possible conflict of interest with a member or members of the Board.

- (78) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."
- (89) Proxy Voting. Proxy voting is not permitted.
- (910) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (1011) Attendance. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall notify the Florida Commission for the Transportation Disadvantaged if any state agency voting member or their alternate fails to attend three consecutive meetings. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area must maintain an attendance roster for each meeting. Board members can participate (and vote) at meetings via conference call, however, a physical quorum must be present to vote on action items.

H. Administration

- (1) Staff Support. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the Board with sufficient staff support and resources to enable the Board to fulfill its responsibilities as set forth in Section 427.0157, Florida Statutes. These responsibilities include providing sufficient staff to manage and oversee the operations of the Board and assist in the scheduling of meetings, preparing meeting agenda packets and other necessary administrative duties as required by the Board within the limits of the resources available.
- (2) Minutes. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for maintaining an official set of minutes for each Board meeting.

I. Duties

- (1) Board Duties. The following Board duties are set forth in Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code.
 - (a) Maintain official meeting minutes, including an attendance roster, reflecting official actions and provide a copy of same to the Florida Commission for the Transportation Disadvantaged.
 - (b) Review and approve the Memorandum of Agreement and Transportation Disadvantaged Service Plan.

- (c) Annually evaluate the Community Transportation Coordinator's performance in general and relative to Florida Commission for the Transportation Disadvantaged and local standards as referenced in Rule 41-2.006, Florida Administrative Code, and the performance results of the most recent Transportation Disadvantaged Service Plan. As part of the Community Transportation Coordinator's performance, the 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 being utilized, the Board shall set an annual percentage of the number of trips to be provided on public transit. The Florida Commission for the Transportation Disadvantaged shall provide evaluation criteria for the Board to use relative to the performance of the Community Transportation Coordinator. This evaluation shall be submitted to the Florida Commission for the Transportation Disadvantaged upon approval by the Board.
- (d) In cooperation with the Community Transportation Coordinator, review all applications for local, state or federal funds relating to transportation of the transportation disadvantaged in the service area to ensure that any expenditures within the county are provided in the most cost effective and efficient manner.
- (e) Review coordination strategies for service provision to the transportation disadvantaged in the service area to seek innovative ways to improve cost effectiveness, efficiency, safety, working hours and types of service in an effort to increase ridership to a broader population. Such strategies should also encourage multi-county and regional transportation service agreements between area Community Transportation Coordinators and consolidation of adjacent counties when it is appropriate and cost effective to do so.
- (f) Working with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- (g) Assist the Community Transportation Coordinator in establishing trip priorities for trips that are purchased with Transportation Disadvantaged Trust Funds.
- (h) Annually review coordination contracts to advise the Community Transportation Coordinator whether the continuation of said contract provides the most cost effective and efficient transportation available.
- (i) Annually review all transportation operator contracts as to the effectiveness and efficiency of the transportation operator and recommend approval or disapproval of such contracts to the Community Transportation Coordinator.
- (j) Annually hold a public hearing workshop for the purpose of receiving input on unmet transportation needs or any other areas that relate to the local transportation services.
- (k) Annually review the Annual Operations Report.

J. Committees

The Chair subject to approval by the Board shall appoint a Grievance Committee to process and investigate complaints from agencies, users, transportation operators and potential users of the system in the designated service area. The Grievance Committee shall make recommendations to the Board or to the Florida Commission for the Transportation Disadvantaged for improvement of service. The Board shall establish a process and procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Rider brochures or other documents provided to users or potential users of the system shall provide information about the complaint and grievance process including the publishing of the Florida Commission for the Transportation Disadvantaged's Transportation Disadvantaged Helpline service when local resolution has not occurred. When requested, all materials shall be made available in accessible format. Members appointed to the Grievance Committee shall be voting members of the Board. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance.

Additional committees shall be appointed by the Chair, subject to approval by the Board, as necessary to investigate and report on specific subject areas of interest to the Board and to deal with administrative and legislative procedures.

K. Amendments

These Bylaws may be amended by a majority vote of members present at regular meetings.

L. Certification

The undersigned hereby certifies that he/she is the Chair of the Achua County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Bylaws of this Board as adopted by the Achua County Transportation Disadvantaged Coordinating Board the 14th day of September 2016.

Craig Carter, Chair
Achua County Transportation Disadvantaged Coordinating Board

Alachua County Transportation Disadvantaged Coordinating Board

Bylaws Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

RECOMMENDATION

Approve the Board's Grievance Procedures.

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires that the Board review and approve the Grievance Procedures annually. Attached are the Board's Grievance Procedures for review and approval.

If you have any questions concerning the Grievance Procedures, please contact me at extension 110.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

Transportation Disadvantaged Grievance Procedures

September 14, 2016

Alachua County
Transportation Disadvantaged Coordinating Board



Transportation Disadvantaged Grievance Procedures

Approved by the
Alachua County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

Craig Carter, Chair

with Assistance from



Metropolitan Transportation Planning Organization
for the Gainesville Urbanized Area
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

September 14, 2016

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Chapter I: Alachua County Transportation Disadvantaged Coordinating Board Grievance Procedures

A. Preamble

The following sets forth the procedures for the Alachua County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

B. Agency Description

The Alachua County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

C. Definitions

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

D. Purpose

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

E. Membership

- (1) The Alachua County Transportation Disadvantaged Coordinating Board Chair shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee shall coincide with term limits on the Board.

F. Officers

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

G. Meetings

- (1) The Grievance Committee may meet as often as necessary to fulfill their responsibilities. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.

- (5) Conflict of Interest. In accordance with Chapter 112 (Part III), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuses themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) Proxy Voting. Proxy voting is not permitted.
- (7) Parliamentary Procedures. The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

H. Administration

- (1) Staff Support. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) Minutes. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

I. Duties

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

J. Procedures

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:

Alachua County Transportation Disadvantaged Coordinating Board
Grievance Committee
2009 N.W. 67th Place
Gainesville, FL 32653-1603
- (4) If requested, the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff.
- (6) The grievance shall include:
 - a. the name, address and telephone number of the Complainant;
 - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
 - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

- (12) All involved parties have a right to present their views to the Grievance Committee, either orally or in writing. In addition, all parties may present evidence. The Community Transportation Coordinator shall provide transportation to and from Grievance Committee meetings at no charge to complainants who cannot transport themselves to the meetings.
- (13) A written report and any recommendations of the Grievance Committee shall be provided to the Board. A copy of this report shall be provided to the concerned parties within ten (10) working days after the hearing on the grievance and no more than sixty (60) calendar days from the date of receipt of the formal grievance. The Grievance Committee's recommendation will stand unless the recommendation is changed by the Board.
- (14) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.

K. Appeals

- (1) Appeals of recommendations by the Grievance Committee to the Board shall be made within twenty (20) working days from the date when the Grievance Committee makes a recommendation regarding a grievance. The appeal shall be mailed to:

Alachua County Transportation Disadvantaged Coordinating Board
2009 N.W. 67th Place
Gainesville, FL 32653-1603

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

L. Suspension Reconsideration

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider.

M. Prohibition Against Retaliation

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

N. Alternative Recourse

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

O. Certification

The undersigned hereby certifies that he/she is the Chair of the Alachua County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Alachua County Transportation Disadvantaged Coordinating Board the 14th day of September 2016.

Craig Carter, Chair
Alachua County Transportation Disadvantaged Coordinating Board

Alachua County Transportation Disadvantaged Coordinating Board

Grievance Procedures Team

Scott R. Koons, AICP, Executive Director

* Lynn Franson-Godfrey, AICP, Senior Planner

* Primary Responsibility



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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Elect Vice-Chair

RECOMMENDATION

Re-elect Mr. Jeff Lee as the Board's Vice-Chair or elect a new Vice-Chair.

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to elect a Vice-Chair annually. The Vice-Chair shall serve a term of one year. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting.

If you have any questions concerning this matter, please contact me at extension 110.

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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2015-2016 Annual Operations Report

RECOMMENDATION

Review the 2015/2016 Annual Operations Report.

BACKGROUND

MV Transportation, Inc. is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. MV Transportation, Inc. will distribute the final Fiscal Year 2015-2016 Annual Operations Report for Alachua County at the meeting.

If you have any questions concerning the attached report, please contact me at extension 110.

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by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.



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September 7, 2016

TO: Alachua County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: MV Transportation, Inc. Presentation/Operations Reports

RECOMMENDATION

No action required. This agenda item is for information only.

BACKGROUND

Attached are the following reports:

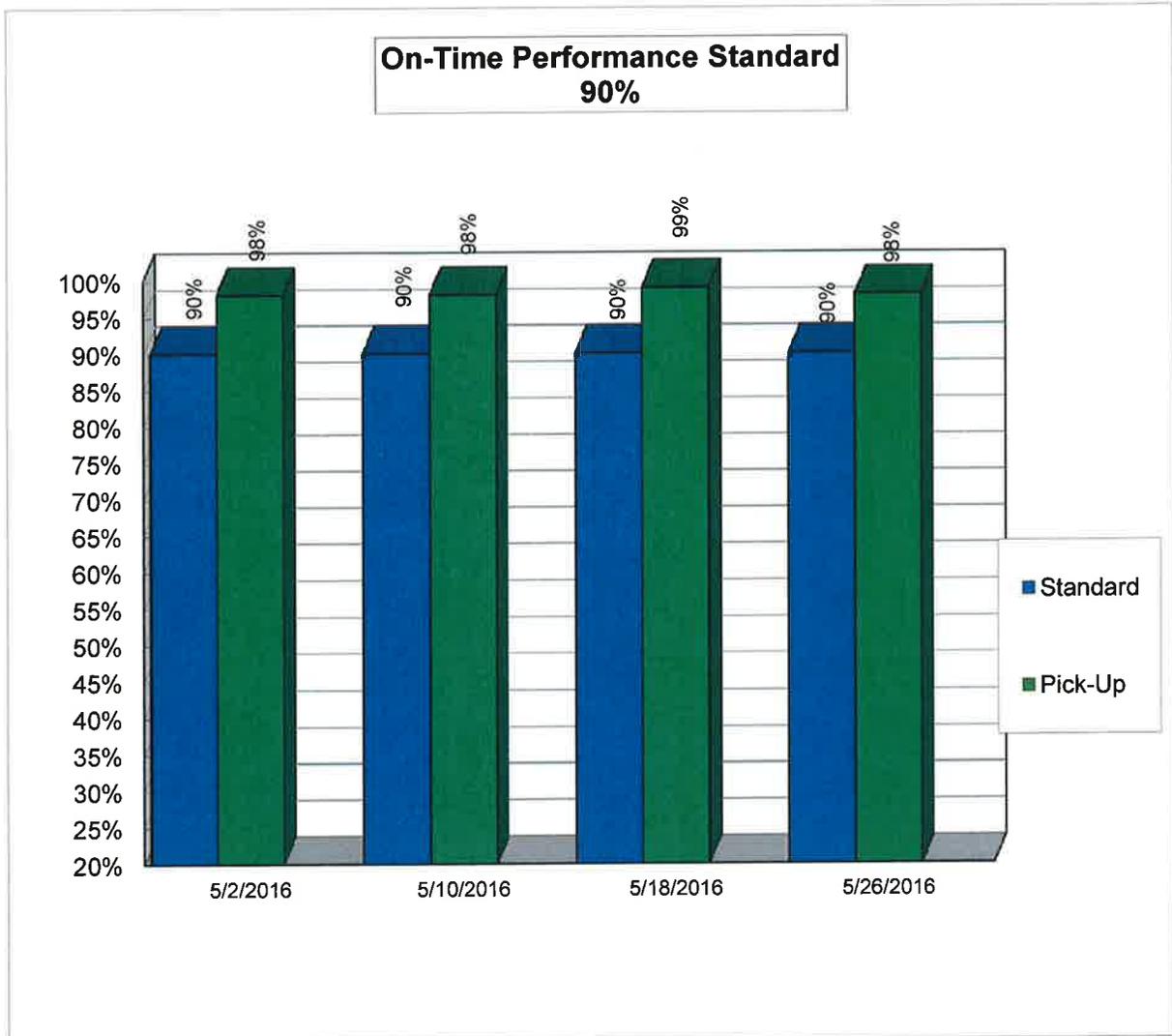
1. Alachua County Transportation Disadvantaged Service Plan Standards Report:
 - On-time performance
 - Complaints
 - Call hold time
 - Accidents
 - Roadcalls
2. MV Transportation Operations Reports July 2015 - July 2016;
3. Transportation Disadvantaged Program Status Report;
4. Unmet Transportation Needs Report;
5. Florida Department of Transportation Compliance Reviews; and
6. Alachua County Ordinance No 16-05.

Attachments

t:\lynn\td2016\alachua\memos\opsreportssept.docx

Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY 2016**

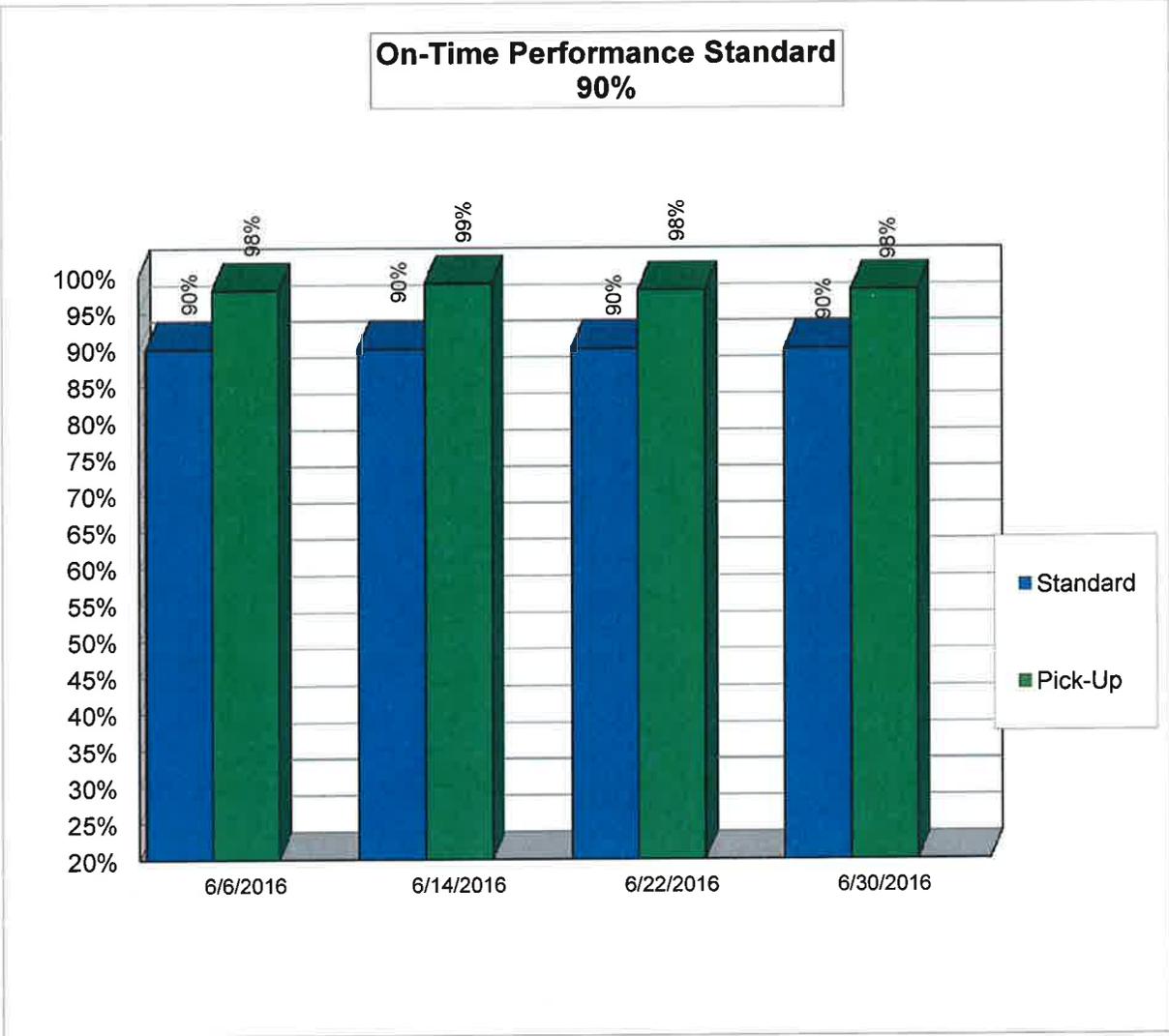


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 06/02/16 02:50:34 PAC

May 2016 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types				Miss	Stops	OnTime	Late	OTP%	Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)						Late31+	Early	0to15	16to30	31to60	61to90	91+
05/01/16	Sun	38	1	0	0	0	0	39	38	1	97.44%	0	3	1	0	0	0	0
05/02/16	Mon	349	16	0	0	0	0	365	360	5	98.63%	1	85	1	3	0	0	1
05/03/16	Tue	420	23	0	0	0	0	450	439	11	97.56%	4	70	1	5	2	2	0
05/04/16	Wed	429	25	0	0	0	0	458	448	10	97.82%	5	22	3	2	3	2	0
05/05/16	Thu	387	24	0	0	0	0	411	409	2	99.51%	2	94	0	0	2	0	0
05/06/16	Fri	420	26	0	0	0	0	446	427	19	95.74%	5	97	8	6	5	0	0
05/07/16	Sat	157	8	0	0	0	0	165	163	2	98.79%	1	39	1	0	1	0	0
05/08/16	Sun	38	0	0	0	0	0	38	38	0	100.00%	0	7	0	0	0	0	0
05/09/16	Mon	399	19	0	0	0	0	418	411	7	98.33%	0	54	5	2	0	0	0
05/10/16	Tue	431	26	0	0	0	0	457	451	6	98.69%	1	70	4	1	1	0	0
05/11/16	Wed	424	20	0	0	0	0	444	437	7	98.42%	1	73	5	1	1	0	0
05/12/16	Thu	390	25	0	0	0	0	416	409	7	98.32%	1	82	4	2	1	0	0
05/13/16	Fri	384	28	0	0	0	0	412	389	23	94.42%	8	48	13	2	8	0	0
05/14/16	Sat	136	20	0	0	0	0	156	156	0	100.00%	0	37	0	0	0	0	0
05/15/16	Sun	38	3	0	0	0	0	41	40	1	97.56%	0	4	1	0	0	0	0
05/16/16	Mon	377	22	0	0	0	0	399	398	1	99.75%	0	81	0	1	0	0	0
05/17/16	Tue	419	25	0	0	0	0	444	442	2	99.55%	0	84	2	0	0	0	0
05/18/16	Wed	440	30	0	0	0	0	470	468	2	99.57%	0	93	1	1	0	0	0
05/19/16	Thu	374	25	0	0	0	0	403	401	2	99.50%	0	78	2	0	0	0	0
05/20/16	Fri	359	23	0	0	0	0	381	376	5	98.69%	2	67	2	1	0	2	0
05/21/16	Sat	163	12	0	0	0	0	175	175	0	100.00%	0	43	0	0	0	0	0
05/22/16	Sun	30	1	0	0	0	0	31	31	0	100.00%	0	4	0	0	0	0	0
05/23/16	Mon	405	35	0	0	0	0	440	433	7	98.41%	2	84	1	4	1	1	0
05/24/16	Tue	399	29	0	0	0	0	428	425	3	99.30%	0	66	2	1	0	0	0
05/25/16	Wed	404	26	0	0	0	0	430	429	1	99.77%	0	77	1	0	0	0	0
05/26/16	Thu	403	35	0	0	0	0	438	433	5	98.86%	1	65	3	1	1	0	0
05/27/16	Fri	345	30	0	0	0	0	375	374	1	99.73%	0	62	1	0	0	0	0
05/28/16	Sat	147	12	0	0	0	0	159	155	4	97.48%	0	31	4	0	0	0	0
05/29/16	Sun	26	1	0	0	0	0	27	27	0	100.00%	0	3	0	0	0	0	0
05/30/16	Mon	93	15	0	0	0	0	109	107	2	98.17%	1	21	0	1	0	1	0
05/31/16	Tue	369	35	0	0	0	0	407	402	5	98.77%	0	50	3	2	0	0	0
Total:		9,193	639	0	0	0	0	9,832	9,691	141	98.57%	35	1,685	69	37	26	8	1

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JUNE 2016**

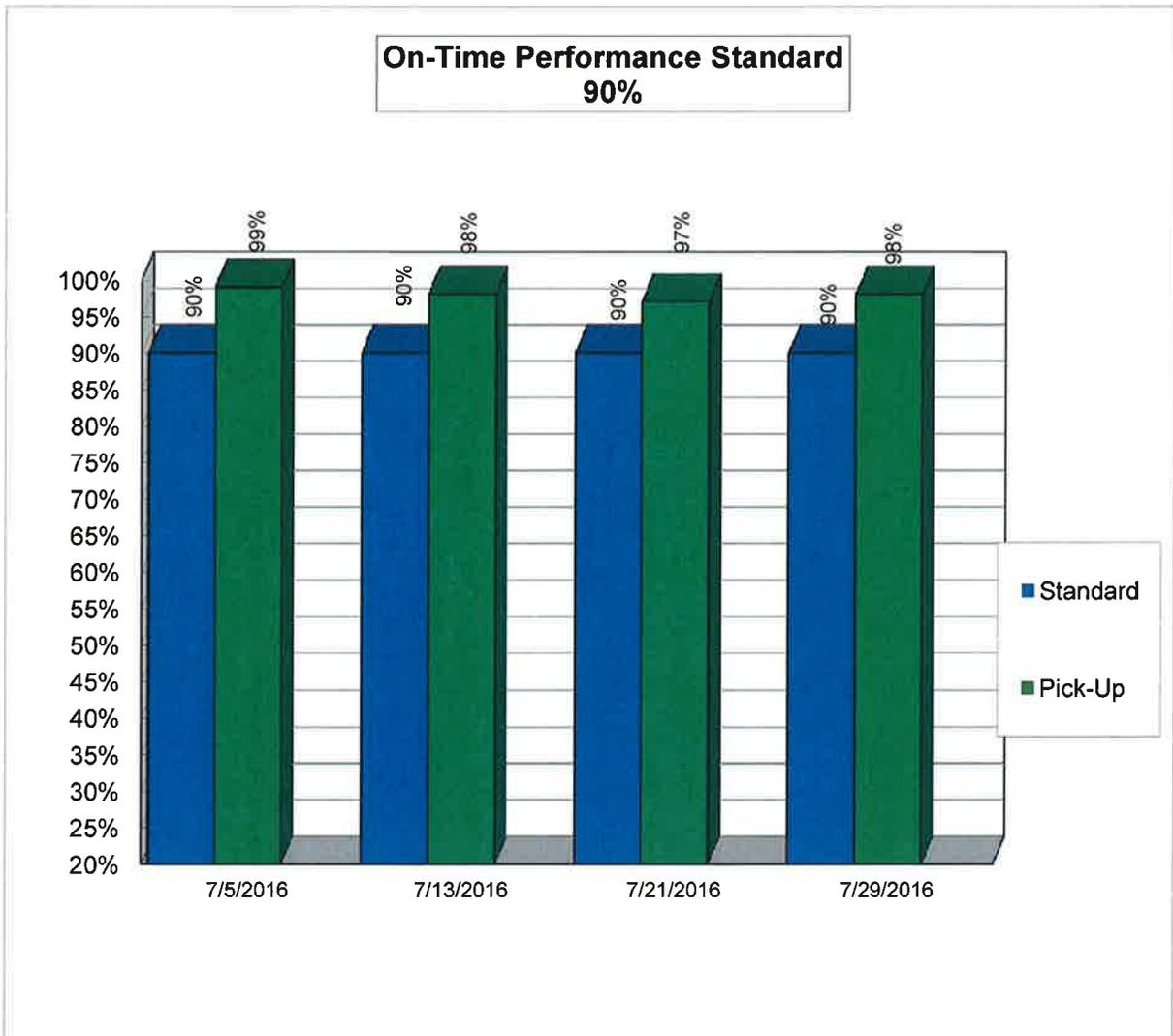


Early/Late Report - Monthly
Div 65 Gainesville, FL

Statistics by IWeb (c) 2006 MV Transportation, Inc. - Last Queried: 07/05/16 02:51:15 PAC

June 2016 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types				Total					Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)	Miss	Stops	OnTime	Late	OTP%	Late31+	Early	0to15	16to30	31to60	61to90	91+
06/01/16	Wed	388	39	0	0	0	0	427	422	5	98.83%	2	25	3	0	2	0	0
06/02/16	Thu	388	33	0	0	0	0	421	407	14	96.67%	2	30	10	2	2	0	0
06/03/16	Fri	379	47	0	0	0	0	426	420	6	98.59%	3	60	3	0	0	0	3
06/04/16	Sat	180	23	0	0	0	0	203	201	2	99.01%	1	52	1	0	1	0	0
06/05/16	Sun	40	1	0	0	0	0	41	41	0	100.00%	0	9	0	0	0	0	0
06/06/16	Mon	391	27	0	0	0	0	418	410	8	98.09%	0	58	4	4	0	0	0
06/07/16	Tue	348	10	0	0	0	0	358	356	2	99.44%	0	52	1	1	0	0	0
06/08/16	Wed	406	20	0	0	0	0	432	419	13	96.99%	1	71	10	2	1	0	0
06/09/16	Thu	396	18	0	0	0	0	415	411	4	99.04%	0	64	3	1	0	0	0
06/10/16	Fri	340	22	0	0	0	0	372	364	8	97.85%	4	54	2	2	4	0	0
06/11/16	Sat	138	14	0	0	0	0	152	152	0	100.00%	0	30	0	0	0	0	0
06/12/16	Sun	17	0	0	0	0	0	17	17	0	100.00%	0	1	0	0	0	0	0
06/13/16	Mon	344	37	0	0	0	0	381	366	15	96.06%	8	69	6	1	6	2	0
06/14/16	Tue	355	27	0	0	0	0	382	379	3	99.21%	0	68	3	0	0	0	0
06/15/16	Wed	419	20	0	0	0	0	439	429	10	97.72%	2	55	6	2	1	1	0
06/16/16	Thu	391	21	0	0	0	0	412	409	3	99.27%	0	73	1	2	0	0	0
06/17/16	Fri	327	15	0	0	0	0	363	359	4	98.90%	0	60	4	0	0	0	0
06/18/16	Sat	153	13	0	0	0	0	166	161	5	96.99%	3	30	2	0	2	0	1
06/19/16	Sun	41	1	0	0	0	0	42	40	2	95.24%	0	9	1	1	0	0	0
06/20/16	Mon	321	20	0	0	0	0	347	345	2	99.42%	0	75	1	1	0	0	0
06/21/16	Tue	345	15	0	0	0	0	360	358	2	99.44%	0	63	2	0	0	0	0
06/22/16	Wed	411	17	0	0	0	0	428	421	7	98.36%	1	71	6	0	1	0	0
06/23/16	Thu	359	17	0	0	0	0	376	371	5	98.67%	0	60	4	1	0	0	0
06/24/16	Fri	313	15	0	0	0	0	338	334	4	98.82%	0	47	4	0	0	0	0
06/25/16	Sat	119	7	0	0	0	0	126	124	2	98.41%	0	20	2	0	0	0	0
06/26/16	Sun	40	0	0	0	0	0	40	40	0	100.00%	0	4	0	0	0	0	0
06/27/16	Mon	328	21	0	0	0	0	349	345	4	98.85%	1	74	3	0	0	0	1
06/28/16	Tue	338	15	0	0	0	0	374	371	3	99.20%	0	67	2	1	0	0	0
06/29/16	Wed	341	15	0	0	0	0	376	373	3	99.20%	1	77	2	0	1	0	0
06/30/16	Thu	376	22	0	0	0	0	399	393	6	98.50%	0	66	1	5	0	0	0
Total:		8,732	648	0	0	0	0	9,380	9,238	142	98.49%	29	1,617	87	26	21	3	5

**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, JULY 2016**



Early/Late Report - Monthly
Div 65 Gainesville, FL

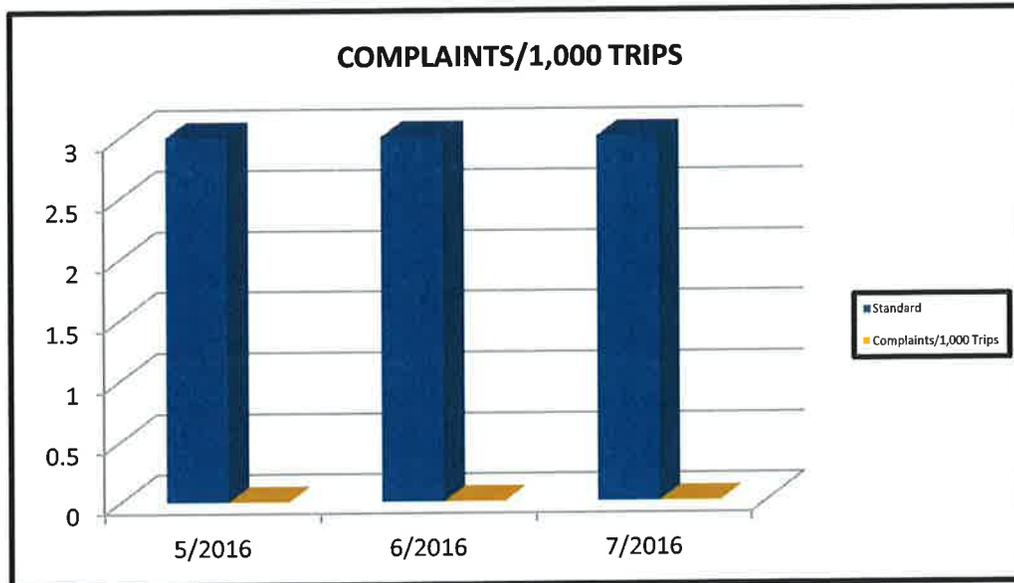
Statistics by iWeb (c) 2006 MV Transportation, Inc. - Last Queried: 08/08/16 02:51:44 PAC

July 2016 (Early Win: 31 Late Win: 61)																		
Date	DoW	Trips	Stop Types					Total				Sub Categories						
			NoShow	CAD	NS (Lt)	NS (Dw)	Miss	Stops	OnTime	Late	OTP%	Late31+	Early	0to15	16to30	31to60	61to90	91+
07/01/16	Fri	344	37	0	0	0	0	381	378	3	99.21%	0	55	3	0	0	0	0
07/02/16	Sat	161	16	0	0	0	0	177	175	2	98.87%	0	31	1	1	0	0	0
07/03/16	Sun	37	1	0	0	0	0	38	38	0	100.00%	0	3	0	0	0	0	0
07/04/16	Mon	98	17	0	0	0	0	115	111	4	96.52%	3	19	1	0	1	0	2
07/05/16	Tue	307	19	0	0	0	0	326	324	2	99.39%	1	62	1	0	1	0	0
07/06/16	Wed	376	29	0	0	0	0	415	395	20	95.18%	3	77	13	4	3	0	0
07/07/16	Thu	370	18	0	0	0	0	388	376	12	96.91%	4	61	8	0	4	0	0
07/08/16	Fri	309	28	0	0	0	0	337	333	4	98.81%	2	62	1	1	1	0	1
07/09/16	Sat	157	6	0	0	0	0	163	161	2	98.77%	0	43	2	0	0	0	0
07/10/16	Sun	34	1	0	0	0	0	35	34	1	97.14%	0	0	1	0	0	0	0
07/11/16	Mon	344	52	0	0	0	0	396	395	1	99.75%	0	86	1	0	0	0	0
07/12/16	Tue	400	16	0	0	0	0	416	402	14	96.63%	4	74	9	1	2	2	0
07/13/16	Wed	356	22	0	0	0	0	378	371	7	98.15%	3	65	2	2	1	2	0
07/14/16	Thu	381	12	0	0	0	0	393	390	3	99.24%	0	68	3	0	0	0	0
07/15/16	Fri	363	23	0	0	0	0	392	387	5	98.72%	0	67	5	0	0	0	0
07/16/16	Sat	155	0	0	0	0	0	161	160	1	99.38%	0	26	1	0	0	0	0
07/17/16	Sun	35	0	0	0	0	0	35	35	0	100.00%	0	7	0	0	0	0	0
07/18/16	Mon	336	29	0	0	0	0	365	362	3	99.18%	2	49	1	0	1	0	1
07/19/16	Tue	387	21	0	0	0	0	408	402	6	98.53%	0	70	6	0	0	0	0
07/20/16	Wed	404	25	0	0	0	0	429	425	4	99.07%	2	85	2	0	2	0	0
07/21/16	Thu	373	23	0	0	0	0	396	386	10	97.47%	1	69	7	2	1	0	0
07/22/16	Fri	328	35	0	0	0	0	367	357	10	97.28%	1	55	5	4	1	0	0
07/23/16	Sat	125	13	0	0	0	0	138	137	1	99.28%	0	25	1	0	0	0	0
07/24/16	Sun	28	1	0	0	0	0	29	29	0	100.00%	0	5	0	0	0	0	0
07/25/16	Mon	368	21	0	0	0	0	394	393	1	99.75%	0	81	1	0	0	0	0
07/26/16	Tue	337	25	0	0	0	0	365	360	5	98.63%	3	64	1	1	1	2	0
07/27/16	Wed	366	21	0	0	0	0	387	379	8	97.93%	1	63	7	0	0	0	1
07/28/16	Thu	353	22	0	0	0	0	378	376	2	99.47%	1	61	0	1	1	0	0
07/29/16	Fri	327	19	0	0	0	0	346	341	5	98.55%	3	65	2	0	3	0	0
07/30/16	Sat	136	14	0	0	0	0	150	146	4	97.33%	3	31	0	1	2	1	0
07/31/16	Sun	30	4	0	0	0	0	34	34	0	100.00%	0	3	0	0	0	0	0
Total:		8,125	607	0	0	0	0	8,732	8,692	140	98.40%	37	1,501	85	18	25	7	5

TRANSPORTATION DISADVANTAGED SERVICE PLAN (TDSP) STANDARDS

ALACHUA COUNTY, MAY - JULY 2016

MONTH	STANDARD	COMPLAINTS/1,000 TRIPS
5/2016	3	0
6/2016	3	0
7/2016	3	0



**MV TRANSPORTATION
SUMMARY OF SERVICE ISSUES
JULY 1, 2015 - JUNE 30, 2016**

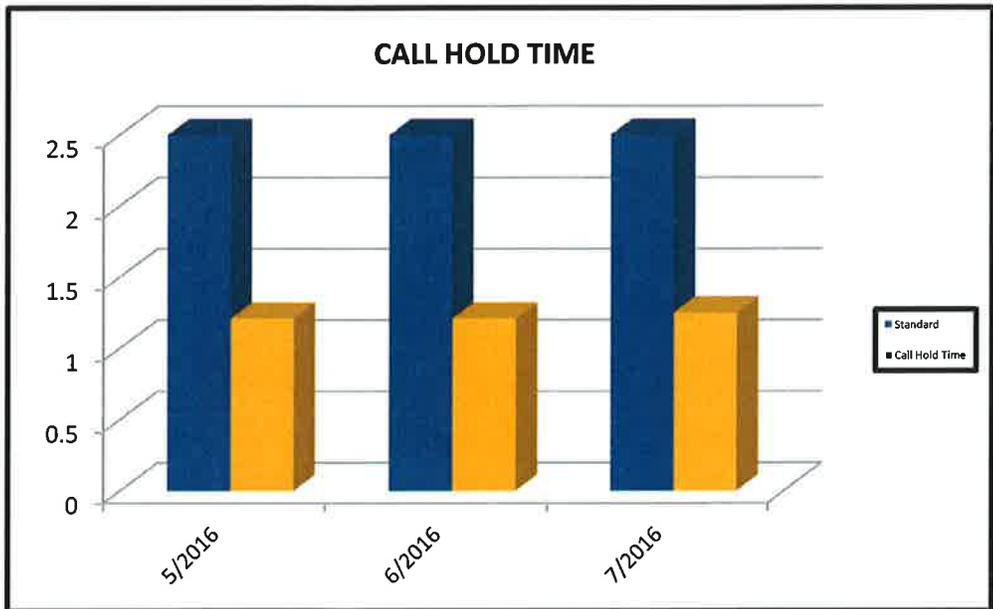
TYPE OF COMPLAINT	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16
Late Drop-Off	0	0	0	0	0	0	1	0	0	0	0	0
Pick-Up before Window Opens	0	0	0	0	0	0	0	0	0	0	0	0
Late Return Pick-Up	0	0	0	0	0	0	0	0	0	0	0	0
Ride Time Exceeded Standards	0	0	0	0	0	0	1	0	0	0	0	0
Can't Get Through by Telephone	0	0	0	0	0	0	0	0	0	0	0	0
On Hold for Excessive Periods of Time	0	0	0	0	0	0	0	0	0	0	0	0
Phone System Problems	0	0	0	0	0	0	0	0	0	0	0	0
Sunday Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Trip Denial	0	0	0	0	0	0	0	0	0	0	0	0
Driver Training	0	0	0	0	0	0	0	0	0	0	0	0
Driver Behavior	0	0	0	0	0	0	0	0	0	0	0	0
No Passenger Assistance Provided	0	0	0	0	0	0	0	0	0	0	0	0
No Driver ID	0	0	0	0	0	0	0	0	0	0	0	0
Dispatcher Behavior	0	0	0	0	0	0	0	0	0	0	0	0
Reservationist Behavior	0	0	0	0	0	0	0	0	0	0	0	0
Unsafe Driving	0	0	0	0	0	0	0	0	0	0	0	0
No Show by Driver	0	0	0	0	0	0	0	0	0	0	0	0
Reservations/Scheduling	0	0	0	0	0	0	0	0	0	0	0	0
Reservations	0	0	0	0	0	0	0	0	0	0	0	0
Air Conditioning not Working	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchair/Scooter Securement	0	0	0	0	0	0	0	0	0	0	0	0
Passenger Behavior	0	0	0	0	0	0	0	0	0	0	0	0
No Show by Passenger	0	0	0	0	0	0	0	0	0	0	0	0
Customer Service	0	0	0	0	0	0	0	0	0	0	0	0
Safety	0	0	0	0	0	0	0	0	0	0	0	0
Trip Cancelled, Ride Came Anyway	0	0	0	0	0	0	0	0	0	0	0	0
Wheelchair Lift Not Working Properly	0	0	0	0	0	0	0	0	0	0	0	0
Charged Wrong Passenger Fare	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Condition	0	0	0	0	0	0	0	0	0	0	0	0
MV Staff Availability	0	0	0	0	0	0	0	0	0	0	0	0
Dropped Off at Wrong Location	0	0	0	0	0	0	0	0	0	0	0	0
Improper Passenger Assistance	0	0	0	0	0	0	0	0	0	0	0	0
Did Not Process TD Eligibility Application	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	2	0	0	0	0	0
TRIPS	8,196	8,639	8,880	8,971	7,595	7,512	7,258	7,777	8,382	8,217	7,873	7,312
COMPLAINTS/1,000 TRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.28	0.00	0.00	0.00	0.00	0.00
Number of Individuals Submitting Complaints	0	0	0	0	0	0	0	0	0	0	0	0
RTS	0	0	0	0	0	0	0	0	0	0	0	0
CIL	0	0	0	0	0	0	0	0	0	0	0	0
Foster Grandparents	0	0	0	0	0	0	0	0	0	0	0	0
NCFRPC	0	0	0	0	0	0	0	0	0	0	0	0
COMMENDATIONS	13	9	0									

**MV TRANSPORTATION
SUMMARY OF SERVICE ISSUES
JULY 1, 2016 - JUNE 30, 2017**

TYPE OF COMPLAINT	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17
Late Drop-Off	0	0										
Pick-Up before Window Opens	0	0										
Late Return Pick-Up	0	0										
Ride Time Exceeded Standards	0	0										
Can't Get Through by Telephone	0	0										
On Hold for Excessive Periods of Time	0	0										
Phone System Problems	0	0										
Sunday Reservations	0	0										
Trip Denial	0	0										
Driver Training	0	0										
Driver Behavior	0	0										
No Passenger Assistance Provided	0	0										
No Driver ID	0	0										
Dispatcher Behavior	0	0										
Reservationist Behavior	0	0										
Unsafe Driving	0	0										
No Show by Driver	0	0										
Reservations/Scheduling	0	0										
Reservations	0	0										
Air Conditioning not Working	0	0										
Wheelchair/Scooter Securement	0	0										
Passenger Behavior	0	0										
No Show by Passenger	0	0										
Customer Service	0	0										
Safety	0	0										
Trip Cancelled, Ride Came Anyway	0	0										
Wheelchair Lift Not Working Properly	0	0										
Charged Wrong Passenger Fare	0	0										
Vehicle Condition	0	0										
MV Staff Availability	0	0										
Dropped Off at Wrong Location	0	0										
Improper Passenger Assistance	0	0										
Did Not Process TD Eligibility Application	0	0										
Other	0	0										
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0
TRIPS	6,992											
COMPLAINTS/1,000 TRIPS	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	####	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Number of Individuals Submitting Complaints	0	0	0	0	0	0	0	0	0	0	0	0
RTS	0	0	0	0	0	0	0	0	0	0	0	0
CIL	0	0	0	0	0	0	0	0	0	0	0	0
Foster Grandparents	0	0	0	0	0	0	0	0	0	0	0	0
NCFRPC	0	0	0	0	0	0	0	0	0	0	0	0
COMMENDATIONS	8											

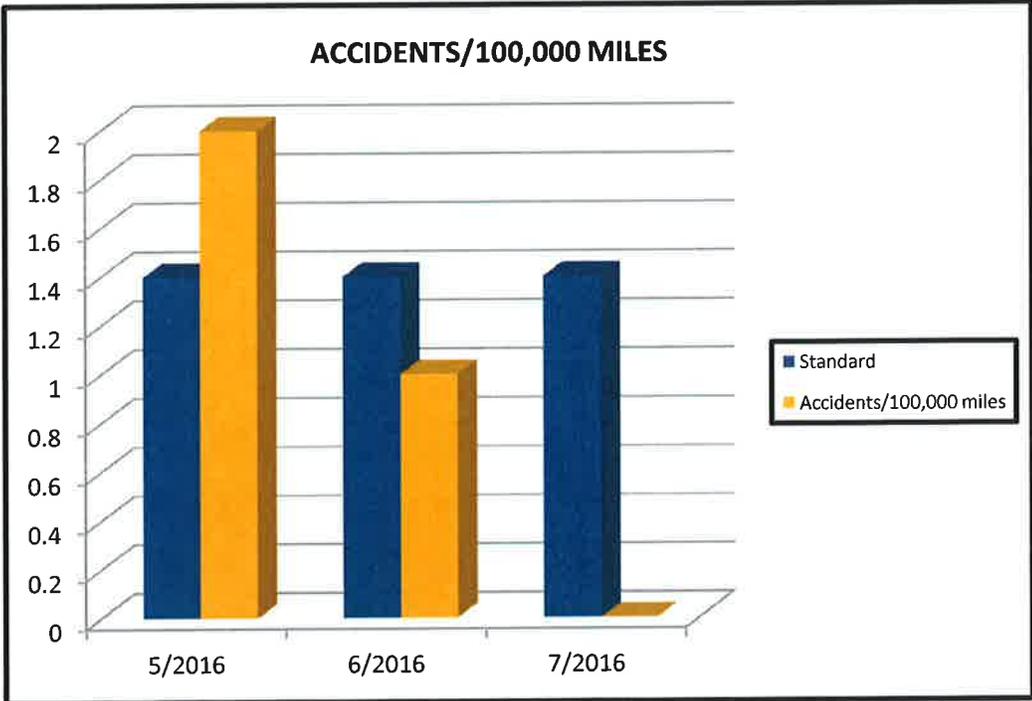
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY - JULY 2016**

MONTH	STANDARD	CALL HOLD TIME
5/2016	2.5	1.21
6/2016	2.5	1.21
7/2016	2.5	1.25



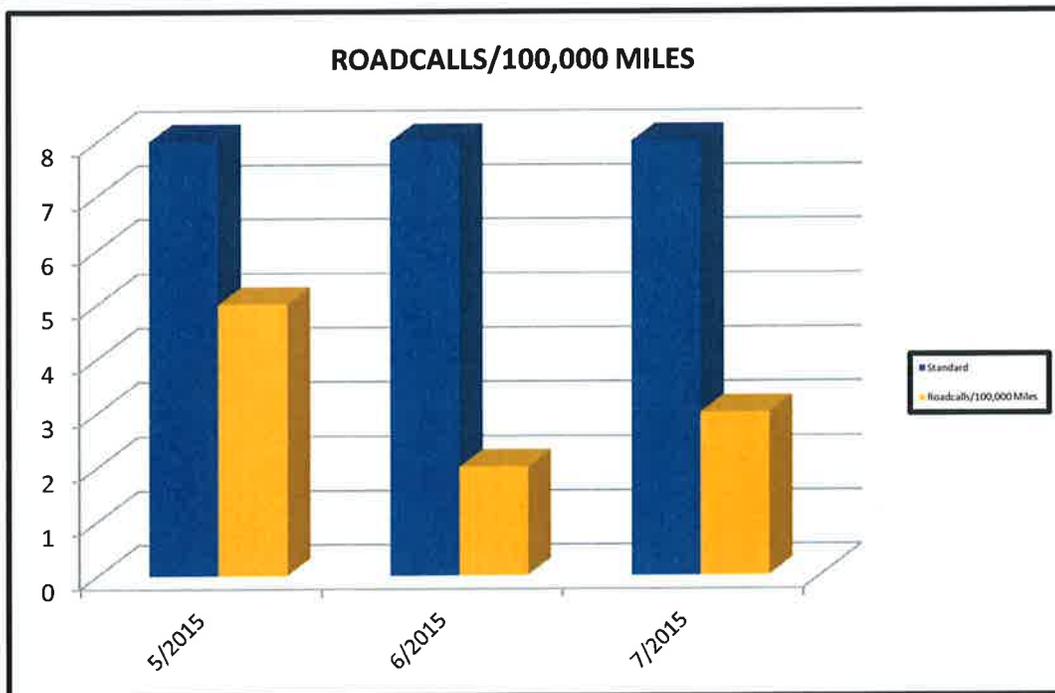
**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY MAY - JULY 2016**

MONTH	STANDARD	ACCIDENTS/100,000 MILES
5/2016	1.4	2
6/2016	1.4	1
7/2016	1.4	0



**TRANSPORTATION DISADVANTAGED
SERVICE PLAN (TDSP) STANDARDS
ALACHUA COUNTY, MAY - JULY 2016**

MONTH	STANDARD	ROADCALLS/100,000 MILES
5/2015	8	5
6/2015	8	2
7/2015	8	3



2015-2016 OPERATING DATA	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Total No Trips Invoiced	8,196	8,639	8,880	8,971	7,595	7,512	7,258	7,777	8,382	8,217	7,873	7,312
HMO Medicaid (Access to Care)	1,981	2,029	1,888	2,066	1,721	1,310	1,367	1,281	1,314	1,210	1,131	910
HMO Medicaid (MTM)	249	284	227	249	182	169	182	235	330	336	273	226
Transportation Disadvantaged	1,408	1,433	1,444	1,502	1,398	1,448	1,543	1,531	1,465	1,472	1,487	1,476
City of Gainesville ADA Service	4,123	4,337	4,435	4,401	3,749	3,993	3,554	4,086	4,479	4,415	4,140	4,099
Florida Department of Transportation	135	110	90	125	0	0	0	0	69	116	116	102
Florida Department of Transportation	70	77	54	163	184	185	129	159	174	154	107	143
Alachua County	193	347	717	443	361	407	483	471	524	490	591	323
Elder Care	37	22	25	22	0	0	0	14	27	24	28	33
Total Vehicle Miles	114,058	116,295	118,597	121,301	108,788	116,009	102,009	104,613	119,951	109,387	101,543	92,164
Total Vehicle Hours	6,665	6,774	6,906	7,016	5,040	6,293	6,202	6,368	6,992	6,596	6,458	6,260
Average Miles per Trip	14	13	13	14	14	15	14	13	14	13	13	13
Number of No Shows	465	564	660	643	455	469	455	384	442	363	380	344
Number Trips Denied	0	0										
Accidents	0	1	1	0	0	0	1	0	2	0	2	1
RoadCalls	4	4	4	3	2	3	1	4	3	0	5	2
Commendations	13	9	12	6	6	5	5	7	7	10	7	6
Complaints	6	3	4	4	6	1	5	6	4	6	4	3
Telephone Calls	12,035	14,613	16,932	14,064	13,348	14,780	13,844	14,211	14,255	11,044	9,818	9,733
Average Call On-Hold Time	1.25	1.33	1.35	1.35	1.26	1.17	1.33	1.18	1.2	1.35	1.21	1.21

2016-2017 OPERATING DATA	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Total No Trips Invoiced	6,992											
HMO Medicaid (Access to Care)	855											
HMO Medicaid (MTM)	208											
Transportation Disadvantaged	1,629											
City of Gainesville ADA Service	3,750											
Florida Department of Transportation	178											
Florida Department of Transportation	124											
Alachua County	229											
Elder Care	29											
Total Vehicle Miles	98,231											
Total Vehicle Hours	5,814											
Average Miles per Trip	14	#DIV/0!										
Number of No Shows	312											
Number Trips Denied	0											
Accidents	0											
RoadCalls	3											
Commendations	8											
Complaints	5											
Telephone Calls	9,288											
Average Call On-Hold Time	1.25											

TRANSPORTATION DISADVANTAGED PROGRAM STATUS REPORT	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
Transportation Disadvantaged Eligibility Applications Approved	24	25	33	29	22	44	39
Transportation Disadvantaged Eligibility Applications Denied	0	1	1	0	0	0	0
Transportation Disadvantaged Bus Pass Applications Received	0	0	0	0	0	0	0
Number of Bus Passes sponsored by the TDTF	0	0	0	0	0	0	0
Applicants at or below 100% of the Federal Poverty Level	N/A						
Applicants between 100% and 200% of the Federal Poverty Level	N/A						
Applicants between 200% and 300% of the Federal Poverty Level	N/A						
Applicants above 300% of the Federal Poverty Level (denied eligibility)	N/A						
Number of Transportation Disadvantaged Program Trips that can be Provided Daily	54	54	54	54	54	54	54
Average Number of Transportation Disadvantaged Trips Performed Daily	45	50	59	54	51	53	49
Total Number of Transportation Disadvantaged Trips Provided during the Month	1543	1531	1465	1472	1487	1476	1619
Transportation Disadvantaged Program Trip Priorities Used (Yes or No)	No						
Number of Dialysis Saturday Trips Provided	63	48	68	34	56	60	80
Number of Other Saturday Trips Provided	22	28	29	48	35	37	33
Number of Transportation Disadvantaged Program Non-Emergency Stretcher Trips Provided	0	0	0	0	0	0	0

FY 2015/2016

MONTH/YEAR	STATE FUNDS	MONTHLY STATE ALLOCATION	LOCAL MATCH	LOCAL MATCH SPENT	TOTAL DOLLARS SPENT	TRUST FUND (90%)	TD FUNDS REMAINING	NUMBER OF TRIPS	AVERAGE COST PER TRIP
Jul-15	\$602,430.00	\$50,395.00	\$5,039.50	\$5,596.68	\$55,966.83	\$50,370.15	\$552,059.85	1,408	\$39.75
Aug-15	-	\$50,185.00	\$5,018.50	\$5,576.11	\$55,761.06	\$50,184.95	\$501,874.90	1,433	\$38.91
Sep-15	-	\$50,185.00	\$5,018.50	\$5,577.01	\$55,770.06	\$50,193.05	\$451,681.85	1,444	\$38.62
Oct-15	-	\$50,185.00	\$5,018.50	\$5,577.39	\$55,773.93	\$50,196.54	\$401,485.31	1,502	\$37.13
Nov-15	-	\$50,185.00	\$5,018.50	\$5,286.21	\$52,862.07	\$47,575.86	\$353,909.45	1,398	\$37.81
Dec-15	-	\$50,185.00	\$5,018.50	\$5,530.43	\$55,304.28	\$49,773.85	\$304,135.60	1,448	\$38.19
Jan-16	-	\$50,185.00	\$5,018.50	\$5,607.94	\$56,079.36	\$50,471.42	\$253,664.18	1,543	\$36.34
Feb-16	-	\$50,185.00	\$5,018.50	\$5,850.41	\$58,504.05	\$52,653.64	\$201,010.54	1,531	\$38.21
Mar-16	-	\$50,185.00	\$5,018.50	\$5,605.29	\$56,052.90	\$50,447.61	\$150,562.93	1,465	\$38.26
Apr-16	-	\$50,185.00	\$5,018.50	\$5,575.15	\$55,751.46	\$50,176.31	\$100,386.62	1,472	\$37.87
May-16	-	\$50,185.00	\$5,018.50	\$5,575.13	\$55,751.46	\$50,176.33	\$50,210.29	1,487	\$37.49
Jun-16	-	\$50,185.00	\$5,018.50	\$5,018.50	\$55,769.94	\$50,192.98	\$17.31	1,476	\$37.78
TOTAL	-	\$602,430.00	\$60,243.00	\$66,376.25	\$669,347.40	\$602,412.69	\$17.31	17,607	\$38.02

**ALACHUA COUNTY
UNMET TRANSPORTATION NEEDS**

APRIL_2016

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
Able to obtain transportation through other sources	0
Out of County Trip Request	0
Other	0
TOTALS	0

MAY_2016

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
Able to obtain transportation through other sources	0
Out of County Trip Request	0
Other	0
TOTALS	0

JUNE_2016

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
Able to obtain transportation through other sources	0
Out of County Trip Request	0
Other	0
TOTALS	0

JULY_2016

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Able to transport yourself	0
Able to obtain transportation through other sources	0
Out of County Trip Request	0
Other	0
TOTALS	0



Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

July 22, 2016

Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: Letter of Compliance with Rule Chapter 14-90, Florida Administrative Code

Dear Mr. Griffin,

I'm pleased to notify you that the Department has completed the MV Transportation Bus Transit System Safety and Security Review, March 2016 and we find your agency to be in compliance with the provisions of Rule Chapter 14-90, Florida Administrative Code (F.A.C.). Thank you for addressing the findings from the subject review and subsequently communicating the completion of the corrective actions through July 11, 2016.

We appreciate the level of support and cooperation received from the agency's staff during the compliance audit and also noted your efforts in addressing safety system compliance with the subject Rule. Per the Department's Bus Transit System Safety Program Procedure 725-030-009-j, we will be returning to your agency within 3 years for our next compliance audit. If you have any questions or would like to discuss any concerns in the meantime, please contact me at (904) 360-5687 or janell.damato@dot.state.fl.us. We look forward to continuing to work with your agency in your efforts to serve the safe transportation needs of your constituents.

Sincerely,

A handwritten signature in blue ink that reads "Janell Damato". The signature is written in a cursive, flowing style.

Janell Damato
Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5687
Email: janell.damato@dot.state.fl.us

cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Thee Perry (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)

www.dot.state.fl.us



Florida Department of Transportation

RICK SCOTT
GOVERNOR

2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730

JIM BOXOLD
SECRETARY

July 22, 2016

Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Vehicle Inventory - Letter of Compliance

Dear Mr. Griffin,

I'm pleased to notify you that the Department has completed the MV Transportation Vehicle Inventory Review, March 2016 and we find your agency to be in compliance with State and Federal requirements.

We appreciate the level of support and cooperation received from the agency's staff during the Vehicle Inventory Review and also noted your efforts in addressing the requirements set forth by the Department's Procedures. We will be scheduling our next Vehicle Inventory Review per State requirements. If you have any questions or would like to discuss any concerns in the meantime please contact me at (904) 360-5687 or janell.damato@dot.state.fl.us. We look forward to continuing to work with your agency in your efforts to serve transportation needs of your constituents.

Sincerely,

A handwritten signature in blue ink that reads "Janell Damato". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Janell Damato
Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
Phone: (904) 360-5687
Email: janell.damato@dot.state.fl.us

cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Thee Perry (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)

www.dot.state.fl.us



Florida Department of Transportation

**RICK SCOTT
GOVERNOR**

2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730

**JIM BOXOLD
SECRETARY**

July 22, 2016

Edward Griffin
General Manager
MV Transportation
3713 SW 42nd Avenue, Suite #3
Gainesville, Florida 32608

Re: MV Transportation Grant Review - Letter of Compliance

Dear Mr. Griffin,

I'm pleased to notify you that the Department has completed the MV Transportation Grant Review, March 2016 and we find your agency to be in compliance with State and Federal requirements. Thank you for addressing the findings from the subject review and subsequently communicating the completion of the corrective actions through July 11, 2016.

We appreciate the level of support and cooperation received from the agency's staff during the Grant Review and also noted your efforts in addressing the requirements set forth by the Department's Procedures. We will be scheduling out next Grant Review per State requirements. If you have any questions or would like to discuss any concerns in the meantime please contact me at (904) 360-5687 or janell.damato@dot.state.fl.us. We look forward to continuing to work with your agency in your efforts to serve transportation needs of your constituents.

Sincerely,

Janell Damato
Rural/Urban Transportation Coordinator
Florida Department of Transportation
Jacksonville Urban Office
2198 Edison Avenue MS 2806
Jacksonville, FL 32204-2730
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cc: Doreen Joyner-Howard (FDOT), Sandra Collins (FDOT), Thee Perry (FDOT), Santanu Roy (HDR, Inc.), Micah Gilliom (HDR, Inc.), Lauren Adams (HDR, Inc.)

www.dot.state.fl.us

ORDINANCE NO.16- 05

1
2
3 AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS
4 OF ALACHUA COUNTY, FLORIDA, CREATING ARTICLE III OF
5 THE ALACHUA COUNTY PURCHASING CODE, ESTABLISHING
6 AN ALACHUA COUNTY GOVERNMENT MINIMUM WAGE
7 REQUIREMENT FOR CERTAIN CONTRACTORS AND
8 SUBCONTRACTORS PROVIDING SELECTED SERVICES TO
9 ALACHUA COUNTY GOVERNMENT; PROVIDING DEFINITIONS;
10 PROVIDING ENFORCEMENT; ESTABLISHING AN EFFECTIVE
11 DATE.
12
13

14 WHEREAS, the County has set an example by paying its employees a wage above that
15 required by federal and state law, while considering its budget, pay plan and the bargaining unit,
16 and
17

18 WHEREAS, the County desires to improve the quality of services to the County and the
19 public through the payment of an adequate wage that promotes stability and quality in the work
20 force and does not perpetuate underemployment, while at the same time not creating
21 unemployment; and
22

23 WHEREAS, the Board of County Commissioners of Alachua County, Florida, shall
24 further these goals by requiring that contractors and subcontractors that provide certain covered
25 services to Alachua County government also pay a local minimum wage that exceeds that
26 required by federal and state law; and
27

28 WHEREAS, Article X, Section 24 of the Florida Constitution provides: "All working
29 Floridians are entitled to be paid a minimum wage that is sufficient to provide a decent and
30 healthy life for them and their families, that protects their employers from unfair low-wage
31 competition, and that does not force them to rely on taxpayer-funded public services in order to
32 avoid economic hardship"; and
33

34 WHEREAS, Florida's minimum wage, currently set at only \$8.05 an hour, means that a
35 full-time, full-year minimum-wage employee earns only \$322 per week and \$16,744 per year.
36 This wage is insufficient for a single adult without taxpayer-funded public services to survive in
37 the County; and
38

39 WHEREAS, the current minimum wage established by the state legislature does not
40 effectuate the constitutional mandate that all working Floridians are entitled to be paid a
41 minimum wage that is sufficient to provide a decent and healthy life for them without reliance on
42 taxpayer-funded public services; and
43

44 WHEREAS, the County has an interest in protecting the public health, safety and welfare
45 of its residents by establishing certain compensation requirements for its own employees and for
46 the employees of firms that enter into certain service contracts with the County; and

1
2 WHEREAS, the County awards contracts to provide services for the public and these
3 expenditures of public funds creates jobs, expands the County's economic base, and promotes
4 economic security for its residents; and

5
6 WHEREAS, paying an Alachua County Government Minimum wage to employees who
7 perform work for the County provides dignity to these persons, reduces burdens on our taxpayer-
8 funded public services, improves the quality of our public infrastructure and services, and
9 promotes our local economy; and

10
11 WHEREAS, as an employer, the County can serve as a positive example by adopting
12 this wage policy for its own workforce, resulting in lower turnover, better morale, and higher
13 productivity for County employees that are providing their services to the County; and

14
15 WHEREAS, Article X, Section 24(f) of the Florida Constitution preserves the County's
16 authority to establish a minimum wage that is greater than the state minimum.

17
18 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ALACHUA
19 COUNTY, FLORIDA:

20
21 SECTION 1. The following Article III of Chapter 22 of the Alachua County Code is added:

22
23 **ARTICLE III. Alachua County Government Minimum Wage**

24
25 **Sec. 22.45 Definitions**

26
27 *County* means the Alachua County Board of County Commission, its departments and divisions.

28
29 *Cooperative purchasing agreement* means services purchased under the terms and conditions of
30 another local, state, federal, or other public agency's bid or cooperative bids put together by
31 agencies.

32
33 *Covered employee* is a person paid by a contractor or subcontractor directly involved in
34 providing covered services pursuant to the contractor or subcontractor's contract with the
35 County, during the period of time he or she is providing the services. Covered employee does not
36 include an inmate, a student enrolled in a degree program who is employed under the auspices of
37 the educational institution, a person who is employed through an ongoing written job training
38 program, or a worker with a disability as defined in 29 CFR 525.3.

39
40 *Covered services*

- 41 a) are defined as the following services purchased by the County under a single
42 contract that is over the current bid threshold as defined in sec. 22.09(a) of this Code,
43 and are any of the following:
44 1) agriculture and forestry

- 1 2) clerical or other non-supervisory office work, including secretarial, typing, data
- 2 entry, filing, transcription, specialized billing, sorting or completing forms, and
- 3 word, data, and information processing.
- 4 3) construction
- 5 4) food preparation and distribution
- 6 5) janitorial and custodial
- 7 6) landscaping and grounds maintenance
- 8 7) facilities maintenance
- 9 8) refuse removal and recycling
- 10 9) printing and reproduction
- 11 10) security
- 12

13 b) However, covered services are excluded from the Article when:

- 14 1) The funds used to pay for the services do not allow for increased cost due to
- 15 local procurement requirements.
- 16 2) Non-profit Organizations established under a 501(c) offering services to the
- 17 community and citizens., or
- 18 3) Exempt from bidding under section 22.11 (2), (3), (4), (5), (15) of this Code.
- 19

20 *Health benefits* are any plan, fund, or program established or maintained by the service

21 contractor or subcontractor for the purpose of providing for its participants or beneficiaries,

22 through the purchase of insurance or otherwise, medical, surgical, or hospital care or benefits.

23

24 *Health benefit wage* is equivalent to the wage of the lowest paid classified employee of the

25 County.

26

27 *Non-health benefit wage* is the health benefit wage plus the average premium under the

28 Affordable Care Act (Gold Plan) for Alachua County based on a non-smoking individual 40

29 years of age with allowed subsidies.

30

31 *Inmate* is a person who is providing services while under the supervision of State or County

32 probation or corrections.

33

34 *Payroll records* are the name, address, employee classification, rate of pay, daily and weekly

35 number of hours worked, deductions made and actual wages paid and, if applicable, those

36 records necessary to determine whether health benefits, as described herein, are being provided

37 or offered to covered employees.

38

39 *Service contractor or subcontractor* is an individual, business entity, corporation, partnership,

40 limited liability company, joint venture, or similar business, providing a covered service to the

41 County, but not including employees of any subsidiaries, affiliates or parent businesses. The

42 calculation of number of employees is made as of the date of execution of the contract for

43 covered services.

44

45 **Sec. 22.46 Alachua County Government Minimum Wage**

46

- 1 a) A contractor or subcontractor of the County providing a covered service to the
2 County shall pay to all of its covered employees an Alachua County Government
3 Minimum Wage of either the health benefit wage and provide health benefits or pay a
4 non-health benefit wage.
5
6 b) If the health benefit program of a contractor or subcontractor requires an eligibility
7 period of employment for a new employee to be eligible for health benefits, then such
8 contractor or subcontractor, in order to comply, may pay the non-health benefit wage
9 until such time as the new employee is offered or provided health benefits.
10
11 c) The health benefit wage and non-health benefit wage shall be recalculated on October
12 1st of each year.
13
14 d) The contractor shall certify to the County that it will pay each of its covered
15 employees the Alachua County Government Minimum Wage, and ensure that it will
16 require that of its subcontractors. Upon execution, the certification shall become an
17 obligation under the contract. The certification must also include, at a minimum, the
18 following:
19
20 i) The name, address, and phone number of the service contractor or
21 subcontractor and a local contact person;
22 ii) The specific project for which the service contract is sought;
23 iii) An agreement to comply with the terms of this article as part of its
24 contractual obligations.
25
26 e) A copy of the Alachua County Government Minimum Wage rate shall be posted by
27 the contractor in a prominent place where it can easily be seen by the covered
28 employees and shall be supplied to any covered employee upon request. In addition,
29 it is the responsibility of the contractor to make any person submitting a bid for a
30 subcontract providing covered services aware of the requirements of this article.
31

32 **Sec. 22.47 Application and enforcement**

- 33
34 a) The Alachua County Government Minimum Wage shall be a requirement in all
35 solicitations of covered services.
36
37 b) If such solicitation results in no responsive bids, the Purchasing Manager may solicit
38 the covered services after notification is provided to the County Manager and the
39 Board a second time without requiring compliance with the Alachua County
40 Government Minimum Wage requirement.
41
42 c) The requirements of this Article shall apply to contracts for covered services that are
43 amended or solicited after the effective date of this ordinance. However, regarding
44 amendments, contracts that have been awarded via a request for proposals shall be
45 adjusted after negotiation, and contracts that have been awarded by bid will not be
46 adjusted until after they are rebid.

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d) The County shall include in its contracts for covered services the requirements that:

(1) The contractor comply with the provisions of the Alachua County Government Minimum Wage requirements, and that failure to do so shall be deemed a breach of contract and shall authorize the county to withhold payment of funds in accordance with Chapter 218, FS.

(2) The contractor will include necessary provisions in each of its subcontracts for covered services to ensure compliance with this Article. However, the County shall not be deemed a necessary or indispensable party in any litigation between the contractor and a subcontractor.

e) A person who claims that he or she is a covered employee and that the employer is not complying with the requirements of this Article may file a written complaint with the Alachua County Equal Opportunity Office. A covered employer may be required to produce payroll and other records deemed relevant to the investigation of a complaint. This remedy is not exclusive or in any way meant to prohibit any relief afforded by a court of law, or otherwise prohibit the County from terminating a contract or taking other action as allowed by law.

f) A contractor or subcontractor shall not discharge, reduce the compensation of, or otherwise discriminate against any covered employee for filing a written complaint or otherwise asserting his or her rights under this ordinance, participating in any of its proceedings or using any available remedies to enforce his or her rights under the ordinance. A person who claims that he or she has been a victim of a violation of this subsection may file a written complaint with the Alachua County Equal Opportunity Office

SECTION 2. Severability. If any section, phrase, sentence or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

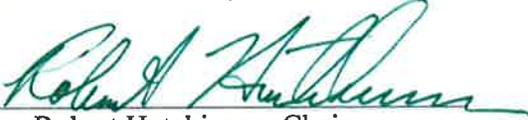
SECTION 3. Inclusion in the Code, Scrivener's Error. It is the intention of the Board of County Commissioners of Alachua County, Florida, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Laws and Ordinances of Alachua County, Florida; that the sections of this ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section," "article," or other appropriate designation. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the County Manager or designee without public hearing, by filing a corrected or recodifies copy of the same with the Clerk of the Circuit Court.

SECTION 4. Effective Date. A certified copy of this ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within ten (10) days

1 after enactment by the Board of County Commissioners, and the ordinance shall take effect upon
2 filing with the Department of State.

3
4 DULY ADOPTED in regular session, this 12th day of April, A.D., 2016.

5
6 BOARD OF COUNTY COMMISSIONERS OF
7 ALACHUA COUNTY, FLORIDA

8
9
10 By: 
11 Robert Hutchinson, Chair

12 ATTEST:

13
14
15 
16 for J.K. Arby, Clerk
17 (SEAL)

18 APPROVED AS TO FORM

19 
20 Alachua County Attorney

21 APPROVED FOR CORRECTNESS

22 
23 Assistant County Manager, Budget
24 and Fiscal Services
25

ATTENDANCE RECORD

**ALACHUA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	9/16/15	11/4/15	2/10/16	5/11/16
Chair	Commissioner Craig Carter	P	P	P	P
Florida Department of Transportation	Janell Damato	P	P	P	P
Alternate Member	Sandra Collins	A	A	A	A
Florida Department of Children and Families	John Wisker	A	P	P	P
Alternate Member	Louella Teague	A	A	A	A
Agency for Health Care Administration	Deweese Ogden	P	P	A	P
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Melinda Jordan	A	A	A	A
Alternate Member	Jeff Aboumrad	P	P	P	P
Public Education	James H. Speer, Jr.				A
Alternate Member	David Deas	A	A	A	A
Citizen Advocate	James East	P	A	P	P
Alternate Member	Paul Selvy				A
Citizen Advocate-User	Earther Wright	P	P	P	A
Alternate Member	(Vacant)				
Elderly	Dr. Maurice Levy	A	P	P	A
Alternate Member	(Vacant)				
Veterans	Albert H. Linden, Jr.				
Alternate Member	(Vacant)				
Persons with Disabilities	Christine Eason Louton	P	P	A	P
Alternate Member	Sharon Curtis	A	A	A	A
Florida Association for Community Action	Charles J. Harris	A	A	A	A
Alternate Member	Tiffany McKenzie				
Florida Department of Elder Affairs	Jeff Lee	P	A	P	A
Alternate Member	(Vacant)				
Children at Risk	Trisha Nieves				
Alternate Member	(Vacant)				
Mass Transit	Jesus Gomez	A	A	A	A
Alternate Member	Mildred Crawford	P	P	P	P
Regional Workforce Board	Linda Tatum	P	A	A	A
Alternate Member	(Vacant)				
Private Transit Industry	Lisa Hogan		P	P	P
Alternate Member	(Vacant)				

LEGEND KEY: P-Present A-Absent - Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The Metropolitan Transportation Planning Organization shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."