

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

Designate Official Planning Agency: Citrus County Board of  
County Commissioners-Citrus County Transit

Invoice # 1

County: Citrus

Contract #: G0C34

Reporting Period: 07/01/16 to 09/30/16

I. Program Management

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

(Task 2)

No Activity

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

The Board of County Commissioners of Citrus County has a three-step process by which vacancies on the LCB must be filled. They are as follows:

- The announcement is made at the BOCC meeting that a vacancy exists on the board.
- At the next BOCC meeting a presentation is made nominating a voting or non-voting member.
- After the BOCC nominates a member, at the next Board meeting a motion to appoint or reappoint the member is made.

Announcing, nominating and appointing/re-appointing require three consecutive meetings. They must be done individually, so it is important to allow enough time to accomplish this.

**The following action occurred at the July 12, 2016 BOCC Meeting:**

The Florida Department of Transportation wishes to appoint Dave Newell to the Transportation Disadvantaged Coordinating Board to fill an unexpired regular member term that will expire on January 31, 2018.

- C. Prepare agendas for local coordinating board meetings consistent with the Local Coordinating Board and Planning Agency Operating Guidelines. Ensure that operator payments are addressed as a standard agenda item. (Task 3)

All agendas are available on the CCT website <http://www.citruscountytransit.com/tdcb/tdcb.htm>

- D. Prepare official minutes of local coordinating board meetings regardless of a quorum and submit an approved copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

All TD minutes are kept on file for five years or longer. The current year's Minutes are available on the CCT website.

- E. Provide at least one public hearing annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public hearings. This public hearing must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting).(Task 4)

The Annual Public Hearing was held August 18, 2016 at 10am.

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

No activity.

- G. Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dis-satisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission.(Task 6)

No activity.

- H. Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)

The most current Membership roster is included in the Transportation Disadvantaged Service Plan and is available on the CCT website.

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

A public notice for the Annual Public Meeting and Regular Organizational Meeting was published in the Citrus County Chronicle on August 7, 2016.

- J. Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)

The Annual Operating Report was submitted to the Florida Commission for the Transportation Disadvantage on September 14, 2016 as required. The Annual Operating report will be placed on the November 17, 2016 agenda for the Boards approval.

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

The Transportation Disadvantaged Service Plan (TDSP) was approved at the August 18, 2016 Regular Meeting.

- L. Report the actual expenditures of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)

The Transportation Disadvantaged Service Plan (TDSP) was approved at the August 18, 2016 Regular Meeting.

## II. Service Development

The planning agency shall develop the following service development items.

- A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) by preparing the planning section following Commission guidelines. (Task 1)

The Transportation Disadvantaged Service Plan (TDSP) was approved at the August 18, 2016 Regular Meeting.

- B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure Activity of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning Activity including the Florida Transportation Plan.
- C. Encourage the local Community Transportation Coordinator to work cooperatively with regional workforce boards established in Chapter 445, Florida Statutes, and provide assistance in the development of innovative transportation services for welfare transition program.

No activity

## III. Technical Assistance, Training, and Evaluation

The planning agency shall provide technical assistance and training for the local coordinating board, and shall assist the local coordinating board in monitoring and evaluating the community transportation coordinator.

- A. Provide the local coordinating board with quarterly reports of transportation disadvantaged planning accomplishments and expenditures as outlined in the planning grant agreement and any other Activity related to the transportation disadvantaged program including but not limited to consultant contracts, special studies, and marketing efforts. (Task 9)

This Quarterly Progress Report is provided at EACH meeting and is available on the CCT website. Quarterly Statistics similar to the AOR format are provided at each meeting. The Transit Director presents ideas and plans to the Board and solicits input and advice from the Board. The latest example is the expansion of the Deviated Fixed Route to the West side of the county.

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

Lori Hall, Citrus County Transit, Supervisor, will be attending the 2016 Annual Training Conference in Jacksonville, Florida.

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

No activity.

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

No activity

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

All newly appointed and current TD Board members provided Boards That Perform, from the National Rural Transit Assistance Program.

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

No Activity

- G. To the extent feasible, collect and review proposed funding applications involving "transportation disadvantaged" funds consistent with Chapter 427, Florida Statutes, and Rule 41-2, Florida Administrative Code, and provide recommendation to the local coordinating board.

No activity

- H. Ensure the local coordinating board conducts, at a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's Evaluation Workbook for Community Transportation Coordinators and Providers in Florida (at a minimum, using the modules concerning Competition in Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2)

On August 25, 2016 the CTC received notice of the Annual Florida Commission for the Transportation Disadvantaged compliance monitoring. The desk review is due to the Auditing firm by November 21, 2016 and an on-site visit is tentatively scheduled for November 29, 2016.

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

No Activity

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

No Activity

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

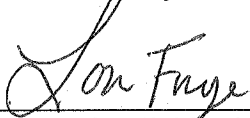
No Activity

IV Special Considerations by Planning Agency:

No Activity

V. Special Considerations by Commission:

No Activity



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Signature of Individual Submitting Report  
Lon Frye, Transit Director  
Typed name of Individual Submitting Report

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November 17, 2016  
Date