

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Chris Kovanes, Programs Administrator, (954) 797-1102

PREPARED BY: Colleen Ryan, Grants Specialist, (954) 797-1024

SUBJECT: Resolution

AFFECTED DISTRICT: Town-wide

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE APPLICATION FOR FUNDING FROM THE BROWARD COUNTY MASS TRANSIT, COMMUNITY BUS SERVICE PROGRAM, ON BEHALF OF THE SOUTH FLORIDA EDUCATION CENTER, TRANSPORTATION MANAGEMENT ASSOCIATION (SFEC/TMA).

REPORT IN BRIEF: The SFEC/TMA has approached the Town regarding Broward County Transit (BCT) Community Bus Service funding for which it would like to apply. Since only municipalities may apply to this program, the SFEC/TMA requests that the Town submit an application on its behalf and act as a pass-through for BCT funding. Davie already acts in this capacity for other SFEC shuttle buses through the same funding program. The new grant would fund two existing shuttle routes for which Federal grant funding is expiring – the Weston Road Express Shuttle and the SFEC/NSU Library Internal Shuttle. If the project is approved for funding, agreements with Broward County Transit and the SFEC/TMA would need to be drafted and approved by Council. This project incurs no costs to the Town, except for minimal staff time to oversee the agreement.

PREVIOUS ACTIONS: None

CONCURRENCES: None

FISCAL IMPACT:

Has request been budgeted? No

If yes, expected cost:

If no, amount needed: No Town funding is necessary for the project.

What account will funds be appropriated from:

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Copy of SFEC request and Community Bus Service application

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE APPLICATION FOR FUNDING FROM THE BROWARD COUNTY MASS TRANSIT, COMMUNITY BUS SERVICE PROGRAM, ON BEHALF OF THE SOUTH FLORIDA EDUCATION CENTER, TRANSPORTATION MANAGEMENT ASSOCIATION (SFEC/TMA).

WHEREAS, the SFEC/TMA wishes to seek funding from the Broward County Transit, Community Bus Service program, for the SFEC/Weston Road Shuttle route and the SFEC/NSU Library Shuttle route; and

WHEREAS, the Town of Davie wishes to submit an application on behalf of the SFEC/TMA to Broward County for community bus service funds and act as a pass-through for project finances should funding be approved.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie hereby authorizes the Town Administrator and/or appropriate staff to submit an application to the Broward County Transit, Community Bus Service program on behalf of the SFEC/TMA and to act as a pass-through for program funding should the project be approved;

SECTION 2. The Town Council authorizes the Director of Budget and Finance to recognize project revenue and allocate expenses, if awarded the grant.

SECTION 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2004.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2004.



**SOUTH FLORIDA
EDUCATION CENTER
TRANSPORTATION
MANAGEMENT
ASSOCIATION**

Larry Penso
Executive Director

NSU Horvitz Administration Building
3301 College Avenue
Davie, Florida 33314
(954) 262-8847
Fax (954) 262-3900

BROWARD COMMUNITY COLLEGE
FLORIDA ATLANTIC UNIVERSITY
FLORIDA INTERNATIONAL UNIVERSITY
McFATTER TECHNICAL CENTER
NOVA CENTER FOR APPLIED RESEARCH &
PROFESSIONAL DEVELOPMENT
NOVA SOUTHEASTERN UNIVERSITY
TOWN OF DAVIE
UNIVERSITY OF FLORIDA

April 20, 2004

TOWN OF DAVIE

2004 APR 20 P 1:43

ADM. SVC. DEPT.

Mr. Thomas J. Willi
Town Administrator
Town of Davie
6590 Orange Drive
Davie, FL 33314

Subject: Request approval for the Town of Davie to submit
Community Bus Service Applications for SFEC TMA.

Dear Mr. Willi:

The South Florida Education Center TMA is currently running two bus services, the SFEC/Weston Road Express Shuttle and the SFEC/NSU Library Internal Shuttle, that are funded through a federal CMAQ grant. This funding is only available for three years and will expire on December 31, 2005. The SFEC TMA would like to continue the service on both of these routes past December 31, 2005, so I am applying for BCT funding at this time to attempt to secure part of the funding that will be necessary to continue both of these services. Since BCT will only accept applications from a municipality, the SFEC TMA, once again, is requesting your cooperation in submitting these applications on our behalf.

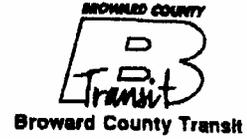
Thank you for your attention to this matter. If you have any questions, please feel free to call me at 954-262-8847.

Sincerely,

Larry Penso
Executive Director

Cc: Ms. Colleen Ryan, Town of Davie
Mr. John Santulli, NSU

Once approved, please submit attached applications to:
Contract Administrator
Broward County Mass Transit Division
Service Development Section
3201 West Copans Road
Pompano Beach, Florida 33069



COMMUNITY BUS SERVICE APPLICATION FORM

Municipality _____ Official Representative _____
Federal ID Number _____ Phone Number _____
Address _____ Address _____
City, Zip _____ City, Zip _____

Name your proposed project manager and give details of his or her qualifications and transportation experience.
LARRY PENSO, EXECUTIVE DIRECTOR FOR SOUTH FLORIDA EDUCATION CENTER TMA
Number of vehicles you propose to lease from Broward County for the proposed service? ONE
Days of week and proposed hours and frequency of operation MON. -> FRI. 9:04 AM -> 7:15 PM EVERY 15 MINUTES
Length of route in miles actual/approximate 3.1 (circle actual or approximate)
The applicant is responsible for notifying Broward County Transit (BCT) of any change of address, telephone number or any other changes pertinent to this application.
I certify that the information provided in this application is true and correct to the best of my knowledge:
Date Signed _____ Sign Here
Name and Title of Applicant Representative _____ Print
Check Remittance Address _____

APPROVAL SECTION

Proposals will be evaluated and determined acceptable by BCT and the Community Bus Service Committee. Each community bus service is proposed to operate upon the route identified on the reverse side of this form, including direction of travel and proposed bus stop locations. Community bus service shall not duplicate existing BCT routes, however, it is required that community bus routes connect somewhere along the route with BCT buses. A certificate evidencing the required insurance coverage must be submitted to BCT before performance of this service can start.

Service provider shall comply with all applicable requirements of the United States Department of Transportation which shall include, but not be limited to, regulations for drug and alcohol testing and all Federal and local regulations, including the Americans with Disabilities Act.

DO NOT WRITE BELOW THIS LINE

Broward County Mass Transit Division
Service Development Section
3201 West Copans Road
Pompano Beach, Florida 33069
Contract Administrator (954) 357-7713

Approved By: _____ Sign and Date
Name & Title _____ Print

**PROJECT PROPOSAL
BCT COMMUNITY BUS SERVICE
NSU LIBRARY/SFEC INTERNAL SHUTTLE**

Recipient Name: Town of Davie c/o
South Florida Education Center Transportation Management Association
3301 College Avenue
Davie, FL 33314

Contact Person: Larry Penso, Executive Director
954-262-8847

Project Type: Operation of Shuttle Service

Contract Duration: Three years with opportunity for renewal

Project Location: Within the SFEC campus in Davie

Project Funding: Existing service funded with CMAQ grant through December 31, 2005. The SFEC TMA is requesting funding for Capital Costs from January 1, 2005 through December 31, 2005. The SFEC TMA is also requesting funding for Capital Costs and Operating Costs, to continue current service, from January 1, 2006 through December 31, 2008.

Project Objectives: To continue running the SFEC/NSU Library Shuttle. With approximately 65,000 people who work and go to school in and around the campus daily, the South Florida Education Center has become one of Broward County's biggest generators of traffic and has been designated as a Regional Activity Center. Since the opening of the NSU Library, Research Information Technology Center, which functions as both a university and a public library, the library has attracted many students from the institutions that make up the South Florida Education Center (SFEC) campus. These institutions include Broward Community College, Florida Atlantic University, McFatter Technical Center, Nova Southeastern University and the University of Florida. As SFEC students become more aware of what the NSU Library offers, the number of SFEC students who use the NSU Library will continually increase. Also, because the NSU Library is a public library, a large number of people outside the SFEC campus are presently taking advantage of one of South Florida's largest and most technologically advanced libraries. As the general public becomes more aware of the library and what it offers, there will be greater numbers of cars passing through the SFEC campus, greatly increasing parking demands at the NSU Library parking facility. With SFEC institutions sharing facilities, the shuttle will allow students, from one institution, to get to any other institution on the SFEC campus without using their car. Also, by having the internal shuttle, students, faculty and staff have more of an incentive to use public transportation, knowing once they get to the campus, they will be able to get virtually anywhere on the SFEC campus by a shuttle. By keeping students, faculty and staff from using their cars to travel within the SFEC campus, there is less congestion, better air quality, and lighter parking demands at the NSU Library parking facility.

Operational Responsibilities: The administration of the SFEC/NSU Library Internal Shuttle service is provided by the SFEC TMA, while the current operation of the shuttle service is being provided by a third-party contractor. The contractor presently provides the buses, maintenance, supervision and adequate insurance. The TMA is requesting that the one bus for this route be provided by BCT.

Criteria for Success: The TMA set its goal to have a minimum of 5 passengers per revenue hour by the first year of the shuttle service operation. By administering extensive marketing and advertising, the TMA met its goal in the first year and went on to well surpass it with the current monthly ridership at 7.2 passengers per revenue hour with months as high as 12.6 passengers per revenue hour.

Benefit to other Systems: The NSU Library/SFEC Internal Shuttle runs Monday through Friday, from 9:04 a.m. to 7:15 p.m. It runs every 15 minutes in the morning and afternoon. The SFEC/NSU Library Internal Shuttle benefits Broward County Transit (BCT) by connecting with 2 routes (#9, #12) allowing riders to get to the NSU Library as well as any SFEC institution, the Town of Davie by connecting with the Town of Davie Shuttle, allowing riders to access the NSU Library, and the NSU Wave and Ride, by allowing riders to go from the NSU Library to any other SFEC institution.

Broward County transit routes that connect with the NSU Library/SFEC Internal Shuttle:
BCT #12 bus @ Broward Community College Central, Building #19
BCT # 9 bus @ Broward Community College Central, Building #19

Town of Davie bus that connects with the NSU Library/SFEC Internal Shuttle:
Town of Davie Shuttle @ Broward Community College Central, Building #19

NSU Wave and Ride bus that connects with the NSU Library/SFEC Internal Shuttle:
NSU Wave and Ride @ NSU Library

**South Florida Education Center
Library Shuttle
March 2004**

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
59	65	60	72	51	
72	71	79	85	73	
75	79	76	75	87	
75	73	70	86	64	
74	67	71			

Total Monthly Passengers: 1659.0

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
125.0	125.0	125.0	125.0	125.0	
125.0	125.0	125.0	125.0	125.0	
125.0	125.0	125.0	125.0	125.0	
125.0	125.0	125.0	125.0	125.0	
125.0	125.0	125.0			

Total Monthly Revenue Miles: 2875.0

Total Scheduled Revenue Miles 2875.0

Total Vehicle Hours 241.5

Total Revenue Hours 231.8

Service Days 23

Pass/Revenue Hour 7.2

Total Monthly Vehicle Miles: 2,364.0

	<u>AM - 1st day this month</u>	<u>PM - Last day this month</u>	<u>Total</u>
Veh #105	28,446.0	28,810.0	<u>2,364.0</u>



COMMUNITY BUS SERVICE APPLICATION FORM

Municipality _____ Official Representative _____
 Federal ID Number _____ Phone Number _____
 Address _____ Address _____
 City, Zip _____ City, Zip _____

Name your proposed project manager and give details of his or her qualifications and transportation experience.
LARRY PENSO, EXECUTIVE DIRECTOR FOR
SOUTH FLORIDA EDUCATION CENTER TMA

Number of vehicles you propose to lease from Broward County for the proposed service? 2

Days of week and proposed hours and frequency of operation MON. → FRI.
7:00 AM → 7:50 PM EVERY 30 MINUTES

Draw the proposed route on the map on the reverse side of this form (or attach your own city map with routes)
 Length of route in miles actual/approximate 20.2 (circle actual or approximate)

The applicant is responsible for notifying Broward County Transit (BCT) of any change of address, telephone number or any other changes pertinent to this application. BCT reserves the right to request additional information if needed. Return or mail the completed form and any necessary attachments to BCT at the address below.

I certify that the information provided in this application is true and correct to the best of my knowledge:

Date Signed _____ Sign Here _____
 Name and Title of Applicant Representative _____ Print _____
 Check Residence Address: _____ Print _____

APPROVAL SECTION

Proposals will be evaluated and determined acceptable by BCT and the Community Bus Service Committee. Each community bus service is proposed to operate upon the route identified on the reverse side of this form, including direction of travel and proposed bus stop locations. Community bus service shall not duplicate existing BCT routes, however, it is required that community bus routes connect somewhere along the route with BCT buses. A certificate evidencing the required insurance coverage must be submitted to BCT before performance of this service can start.

Service provider shall comply with all applicable requirements of the United States Department of Transportation which shall include, but not be limited to, regulations for drug and alcohol testing and all Federal and local regulations, including the Americans with Disabilities Act.

DO NOT WRITE BELOW THIS LINE

Broward County Mass Transit Division
 Service Development Section
 3201 West Copans Road
 Pompano Beach, Florida 33069
 Contract Administrator (954) 357-7713

Approved By: _____ Sign and Date _____
 Name & Title _____ Print _____

**PROJECT PROPOSAL
BCT COMMUNITY BUS SERVICE
WESTON/SFEC EXPRESS SHUTTLE**

Recipient Name: Town of Davie c/o
South Florida Education Center Transportation Management Association
3301 College Avenue
Davie, FL 33314

Contact Person: Larry Penso, Executive Director
954-262-8847

Project Type: Operation of Shuttle Service

Contract Duration: Three years with opportunity for renewal

Project Location: From Weston Road & I-595 to the SFEC campus in Davie

Project Funding: Existing service funded with CMAQ grant through December 31, 2005. The SFEC TMA is requesting funding for Capital Costs from January 1, 2005 through December 31, 2005. The SFEC TMA is also requesting funding for Capital Costs and Operating Costs, to continue current service, from January 1, 2006 through December 31, 2008.

Project Objectives: To continue transporting SFEC students, faculty and staff who live in the Weston and surrounding areas to the SFEC Campus and back. Previously, SFEC students, faculty and staff had to drive their cars to the SFEC campus, because mass transit was not yet available. In the past, very little mass transit has been provided to this area because of low population density. But over the years, we have seen the population of Weston and surrounding areas grow rapidly each year to the point where mass transit needed to be addressed. The SFEC TMA would like to continue offering this successful route to students, faculty and staff, along with the general public, allowing them to leave their cars at home or parked near the bus stop, and ride on an express bus that takes them directly to campus. This service would also allow riders to connect from the Broward County transit (BCT) # 23 bus which runs from Sheridan Street down SW 172nd Avenue to Griffin Road and then down Weston Road to the SFEC/Weston Express Shuttle stops near the intersection of Weston Road and I-595. This gives students, faculty and staff who live near Weston Road or SW 172nd Avenue, between Sheridan Street and I-595, access to the Free SFEC/Weston Express Shuttle. By keeping students, faculty and staff, and the general public from using their cars to travel to the SFEC campus, there is less congestion, better air quality, and less parking demands within the SFEC campus. With the population growing rapidly in the Weston and surrounding areas, this express shuttle to the SFEC campus has been well received by its current riders.

Operational Responsibilities: The administration of the SFEC/Weston Road Shuttle service is provided by the SFEC TMA, while the current operation of the shuttle service is being provided by a third-party contractor. The contractor presently provides the buses, maintenance, supervision and adequate insurance. The TMA is requesting that the 2 buses for this route be provided by BCT.

Criteria for Success: The TMA set its goal to have a minimum of 5 passengers per revenue hour by the first year of the shuttle service operation. By administering extensive marketing and advertising, the TMA met its goal in the first year and went on to well surpass it with the current ridership at 7.4 passenger per revenue hour.

Benefit to other Systems: The SFEC/Weston Express Shuttle runs Monday through Friday, from 7:00 a.m. to 7:50 p.m. It runs every half-hour, except for a short lunchtime break and one less loop in the late afternoon. The SFEC/Weston Express Shuttle service benefits Broward County Transit (BCT) by connecting with 4 routes (#2, #9, #12, #23), Tri-Rail, via the FREE SFEC/Tri-Rail Express, by allowing riders from the Weston and surrounding areas to get to the Fort Lauderdale Airport Tri-Rail station and the Town of Davie by connecting with the Town of Davie Shuttle, allowing riders from the Weston and surrounding areas access to the Downtown Davie area.

Broward County transit routes that connects with the SFEC/Weston Express Shuttle:

BCT #23 bus @ the intersection of Weston Road and I-595.

BCT #12 bus @ Broward Community College Central, Building #19

BCT # 9 bus @ Broward Community College Central, Building #19

BCT # 2 bus @ the intersection of University Drive and SW 30th Street.

SFEC bus that connects with the SFEC/Weston Express Shuttle:

FREE SFEC/Tri-Rail Express @ BCC, FAU, McFatter, NSU & UF

Town of Davie bus that connects with the SFEC/Weston Express Shuttle:

Town of Davie Shuttle @ McFatter & BCC, Building #19

**South Florida Education Center
Weston Shuttle
March 2004**

Daily Passengers:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
152	135	135	130	144	
177	161	170	156	195	
196	166	149	168	149	
198	192	196	167	150	
182	182	149			

Total Monthly Passengers: 3799.0

Daily Revenue Miles:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
484.0	484.0	484.0	484.0	484.0	
484.0	484.0	484.0	484.0	484.0	
484.0	484.0	484.0	484.0	484.0	
484.0	484.0	484.0	484.0	484.0	
484.0	484.0	484.0			

Total Monthly Revenue Miles: 11132.0

Total Scheduled Revenue Miles 9998.1

Total Vehicle Hours 563.5
Total Revenue Hours 511.8

Service Days 23

Pass/Revenue Hour 7.4

Total Monthly Vehicle Miles: 9,372.0

	<u>AM - 1st day this month</u>	<u>PM - Last day this month</u>	<u>Total</u>
Veh #101	55,508.0	60,606.0	5,098.0
Veh #102	54,324.0	58,598.0	4,274.0
			<u>9,372.0</u>

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