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August 13, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, August 20, 2015 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. This is an important meeting of the Board. 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.

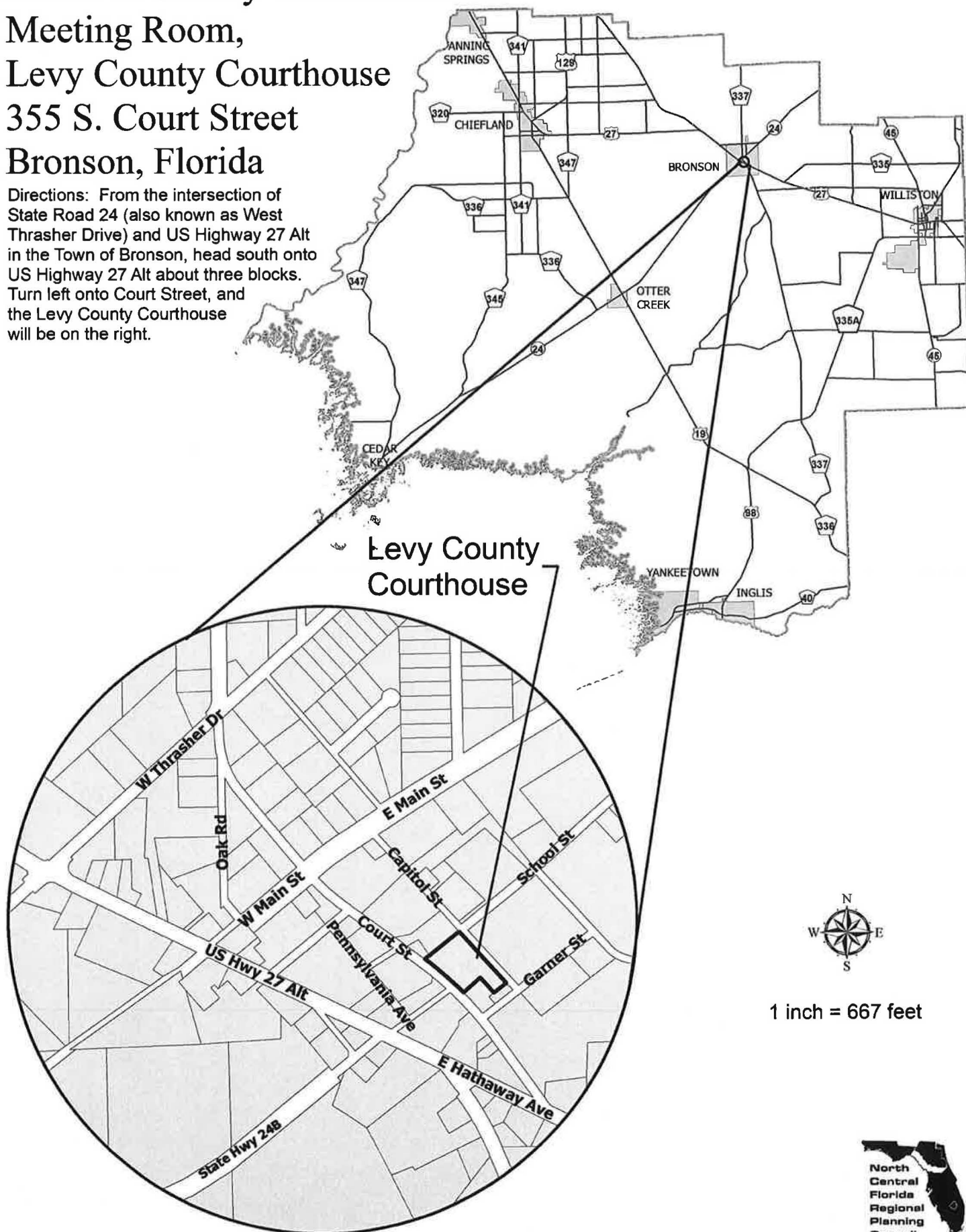
#### Attachments

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

# Board of County Commissioners' Meeting Room, Levy County Courthouse 355 S. Court Street Bronson, Florida

Directions: From the intersection of State Road 24 (also known as West Thrasher Drive) and US Highway 27 Alt in the Town of Bronson, head south onto US Highway 27 Alt about three blocks. Turn left onto Court Street, and the Levy County Courthouse will be on the right.







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**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD  
MEETING ANNOUNCEMENT AND AGENDA**

**Board of County Commissioners' Meeting Room  
355 S. Court Street  
Bronson, Florida**

**Thursday  
August 20, 2015  
10:00 a.m.**

**I. BUSINESS MEETING – CALL TO ORDER**

**A. Pledge of Allegiance**

**B. Invocation**

**C. Roll Call**

**D. Public Comments**

**E. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**F. Approval of the April 16, 2015  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Levy County Transportation  
Disadvantaged Service Plan Update**

**Page 11**

**ACTION REQUIRED**

The Board needs to review and approve the Fiscal Year 2015/16 Levy County  
Transportation Disadvantaged Service Plan update

**B. Bylaws**

**Page 111**

**ACTION REQUIRED**

The Board needs to review and approve the Bylaws

**C. Grievance Procedures Page 131 ACTION REQUIRED**

The Board needs to review and approve the Grievance Procedures

**D. Rural Area Capital Assistance Program Grant Application Page 149 NO ACTION REQUIRED**

The Board needs to review Levy County Transit's application for Rural Area Capital Assistance Program Grant funds

**E. Florida Commission for the Transportation Disadvantaged 2015 Awards Page 173 NO ACTION REQUIRED**

The Florida Commission for the Transportation Disadvantaged is seeking nominations for their 2015 awards

**III. OTHER BUSINESS**

**A. Comments**

- 1. Members**
- 2. Citizens**

**IV. FUTURE MEETING DATES**

- A. November 19, 2015 at 10:00 a.m.**
- B. March 21, 2016 at 10:00 a.m.**
- C. June 20, 2016 at 10:00 a.m.**

\* Please note that this is a tentative meeting schedule, all dates and times are subject to change.

If you have any questions concerning the enclosed materials, please do not hesitate to contact me at 1-800-226-0690, extension 110.

**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner John Meeks Local Elected Official/Chair	Danny Stevens Local Elected Official
Sandra Collins Florida Department of Transportation Grievance/Annual Evaluation Committee Member Annual Evaluation Committee Member	Doreen Joyner-Howard Florida Department of Transportation
Vickie Menasco Florida Department of Children and Families Annual Evaluation Committee Member	Amy Burton Florida Department of Children and Families
Melinda M. Jordan Florida Department of Education	Heather Davis Florida Department of Education
Kay Stephens Florida Department of Elder Affairs Annual Evaluation Committee Member	Bernadette Preble Florida Department of Elder Affairs
Vacant Grievance/Annual Evaluation Committee Member Florida Agency for Health Care Administration	Vacant Florida Agency for Health Care Administration
Kathleen Woodring Regional Workforce Board	Dale French Regional Workforce Board
Katrina Bowers Florida Association for Community Action Term ending June 30, 2017	Cindy Morgan Florida Association for Community Action Term ending June 30, 2017
Steve Tyson, Vice-Chair Public Education	Joseph Wain Public Education
Robert E. Lowyns Veterans Grievance/Annual Evaluation Committee Member Term ending June 30, 2017	Julie E. Rose Veterans Term ending June 30, 2017
Renate M. Cannon Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Lindon Lindsey Persons with Disabilities Grievance/Annual Evaluation Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Vacant Elderly Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Vacant Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Tonya Hiers Children at Risk Term ending June 30, 2016	Brooke Ward Children at Risk Term ending June 30, 2016
Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

Note: Unless specified, members and alternates serve at the pleasure of the North Central Florida Regional Planning Council.



**LEVY COUNTY TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD MEETING**

**DATE:** April 16, 2015  
**TIME:** 10:00 a.m.  
**PLACE:** Levy County Courthouse  
County Commissioners' Board Room  
355 S. Court Street  
Bronson, FL

**DRAFT**

**PRIMARY AND ALTERNATE MEMBERS PRESENT**

John Meeks, Chair, DOPA  
Steve Tyson, Vice-Chair, School Board  
Vickie Menasco, Department of Children and Families  
Lindon Lindsey, Handicapped Citizen  
Renate M. Cannon, Citizen  
Melinda M. Jordan, Department of Education/Division of Vocational Rehabilitation  
Julie Rose, Veterans  
Kathleen Woodring, Regional Workforce Development Board  
Kay Stephens, Department of Elder Affairs  
Tammy Ippolito, Citizen User  
Andrew Singer, Agency for Health Care Administration  
Brooke Ward, Children at Risk

**PRIMARY/ALTERNATE MEMBERS ABSENT**

Sandra Collins, Florida Department of Transportation  
Arthur D. Maruna, 60+ Representative  
Katrina Bowers/Cindy Morgan, Community Action Agency

**OTHERS PRESENT**

Connie Conley, Levy County Transit  
Lauren Yeatter, Withlacoochee Regional Planning Council

**AGENDA ITEM I. - CALL TO ORDER**

The meeting was called to order by Mr. Meeks, Chair, at 10:03 a.m. Mr. Meeks asked Ms. Cannon to lead a prayer followed by the Pledge of Allegiance.

**AGENDA ITEM IV. - ROLL CALL**

The roll was called by Ms. Yeatter, and a quorum was declared present.

**AGENDA ITEM V. - PUBLIC COMMENTS**

Mr. Meeks asked if anyone wished to make any public comments.



**AGENDA ITEM VI. - APPROVAL OF MINUTES OF THE JANUARY 15, 2015 MEETING**

Ms. Yeatter pointed to the information in the agenda packet. Ms. Cannon pointed to a couple of errors in the minutes.

**A motion was made by Ms. Cannon and seconded by Mr. Singer to approve the January 15, 2015 Minutes with corrections. The motion carried unanimously.**

**AGENDA ITEM VII. - BOARD ROSTER**

Ms. Yeatter pointed to the information in the agenda packet.

**AGENDA ITEM VIII. - TRANSPORTATION DISADVANTAGED SERVICE PLAN**

Ms. Yeatter started by discussing the Florida legislation proposing the re-drawing of regional planning council boundaries which would dissolve the Withlacoochee Regional Planning Council.

Ms. Yeatter pointed to the information in the agenda packet.

Ms. Conley discussed striking out language that refers to Medicaid.

Ms. Yeatter also distributed a more current vehicle inventory and Annual Safety and Security Certification from Ms. Conley.

Ms. Conley and Ms. Yeatter answered Ms. Cannon's questions about the TDSP.

**A motion was made by Mr. Tyson and seconded by Ms. Ippolito to approve changes as presented with revisions noted to the TDSP. A roll call vote was then conducted. Motion passed unanimously.**

**AGENDA ITEM IX. - COORDINATOR'S REPORT**

Ms. Conley discussed Levy County Transit drivers' outstanding performances at the recent Rodeo.

Also, Levy County's new rate model was just completed, but has not been approved yet by the Commission for TD.

Ms. Conley answered questions about the AOR.

**A motion was made by Ms. Cannon and seconded by Ms. Ippolito to approve the AOR. The motion carried unanimously.**

**AGENDA ITEM X. - COMMENTS**

Ms. Yeatter discussed the next steps for the Levy County TD program, if the Withlacoochee Regional Planning Council would be dissolved before the next meeting.

Mr. Meeks discussed the status of House Bill 933 and Senate Bill 484.

**AGENDA ITEM XI. - PUBLIC COMMENTS**

Mr. Meeks asked if anyone wished to make any comments.

Mr. Lindsey thanked Ms. Conley for the outstanding service that Levy County Transit provides.

**AGENDA ITEM XII. - NEXT MEETING**

Ms. Yeatter pointed to the proposed 2015-2016 schedule.

**A motion was made by Ms. Cannon and seconded by Ms. Jordan to approve the 2015-2016 meeting schedule. The motion carried unanimously.**

**AGENDA ITEM XIII. - ADJOURNMENT**

The meeting was adjourned at 10:49 a.m.

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Chairperson





**II.A**

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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200

August 13, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Levy County Transportation Disadvantaged Service Plan Update

STAFF RECOMMENDATION

**Approve the Levy County Transportation Disadvantaged Service Plan update.**

BACKGROUND

Chapter 427, Florida Statutes requires Levy County Transit to prepare a Transportation Disadvantaged Service Plan in cooperation with the North Central Florida Regional Planning Council for the local Coordinating Board's approval. This plan provides information needed by the local Coordinating Board to continually review and assess transportation disadvantaged needs for the service area. The Service Plan must be submitted to the Florida Commission for the Transportation Disadvantaged annually.

Attached is the draft Levy County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to 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.





# Levy County Transportation Disadvantaged Service Plan

July 1, 2015 - June 30, 2016

Levy County Transportation Disadvantaged  
Coordinating Board





# Levy County Transportation Disadvantaged Service Plan

Approved by the  
Levy County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**John Meeks, Chair**

with Assistance from

North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

and

Levy County Transit  
970 E. Hathaway Avenue, Suite A  
Bronson, FL 32621  
352.486.3485

August 20, 2015



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# Chapter I: Development Plan

## A. Introduction to The Service Area

The purpose of this section is to provide information about the organization and development of Florida's Transportation Disadvantaged Program in Levy County. This Plan shall serve as the Coordinated Public Transit-Human Services Transportation Plan under the federal Moving Ahead for Progress in the 21st Century Act (MAP-21).

### 1. Background of Florida's Transportation Disadvantaged Program

Florida's Transportation Disadvantaged Program began in 1979 with the adoption of Chapter 427, Florida Statutes. The Florida Legislature adopted this legislation to provide transportation disadvantaged services in a coordinated fashion.

The transportation disadvantaged are defined in Chapter 427, Florida Statutes, as:

"those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on 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 s. 411.202, Florida Statutes."

In 1989, the Florida Legislature reviewed Chapter 427, Florida Statutes according to the State's Regulatory Sunset Act (Section 11.61, Florida Statutes). During this legislative review, the Legislature decided to reenact Chapter 427, Florida Statutes with several revisions.

In 1990, Rule 41-2 of the Florida Administrative Code was adopted to implement the provisions of Chapter 427, Florida Statutes. In addition, Rule 41-2 of the Florida Administrative Code assigns the Florida Commission for the Transportation Disadvantaged with the responsibility to accomplish the coordination of transportation services provided to the transportation disadvantaged.

The following sections discuss each of the major components of the Transportation Disadvantaged Program.

#### a. Florida Commission for the Transportation Disadvantaged

The Florida Commission for the Transportation Disadvantaged is an independent agency which serves as the policy development and implementing agency for Florida's Transportation Disadvantaged Program. The Florida Commission for the Transportation Disadvantaged reports to the Governor and Legislature.

According to Section 427.013, Florida Statutes, its purpose is to accomplish the coordination of transportation services provided to the transportation disadvantaged. Its responsibilities are set out in Section 427.013, Florida Statutes and include, among others:

- establishing statewide objectives for providing transportation services for the transportation disadvantaged;

- developing policies and procedures for the coordination of local government, federal and state funding for the transportation disadvantaged;
- identifying and eliminating barriers to coordination and accessibility of transportation services to the transportation disadvantaged;
- assisting communities in developing transportation systems designed to serve the transportation disadvantaged;
- assuring that all procedures, guidelines and directives issued by member departments are conducive to the coordination of transportation services;
- assuring that member departments purchase all trips within the coordinated system unless they use a more cost-effective alternative provider and providing, by rule, criteria and procedures for member departments to use if they wish to use an alternative provider;
- developing standards covering coordination, operation, costs and utilization of transportation disadvantaged services, including but not limited to acceptable ranges of trip costs for the various modes and types of transportation services provided and minimum performance standards for the delivery of services;
- approving appointments or terminations of Community Transportation Coordinators;
- making an annual report by January 1 to the Governor, the President of the Senate, and the Speaker of the House of Representatives;
- preparing a statewide five-year transportation disadvantaged plan;
- developing transportation disadvantaged training programs;
- designating an Official Planning Agency in areas where there is no Metropolitan Planning Organization;
- developing an allocation methodology that equitably distributes all transportation funds under the control of the commission to compensate counties, Community Transportation Coordinators, and other entities providing transportation disadvantaged services;
- developing a quality assurance and management review program.

The Florida Commission for the Transportation Disadvantaged consists of seven members, all of whom are appointed by the Governor for a 4-year term. The following conditions apply to the Florida Commission for the Transportation Disadvantaged:

- five of the members must have significant experience in the operation of a business;
- two of the members must have a disability and use the transportation disadvantaged system;
- members of the Florida Commission For The Transportation Disadvantaged must be a resident of the state and a registered voter;
- Each member shall represent the needs of the transportation disadvantaged throughout the state. A member may not subordinate the needs of the transportation disadvantaged in general in order to favor the needs of others residing in a specific location in the state;

- at any given time, at least one member must be at least 65 years of age; and
- within the 5 years immediately before appointment, or during term on the Florida Commission for the Transportation Disadvantaged, have or have had a financial relationship with, or represent or have represented as a lobbyist as defined in s. 11.045, the following:
  - a transportation operator;
  - a Community Transportation Coordinator;
  - a Metropolitan Planning Organization;
  - a Designated Official Planning Agency;
  - a purchaser agency;
  - a Local Coordinating Board;
  - a broker of transportation; or
  - a provider of transportation services.

## **b. Designated Official Planning Agency**

The purpose of the Designated Official Planning Agency is to perform long-range transportation disadvantaged planning and assist the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board in implementing the Transportation Disadvantaged Program within a designated service area. Pursuant to Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code, the Designated Official Planning Agency is required to:

- Appoint members of the Local Coordinating Board and provide sufficient staff support and resources to enable the Coordinating Board to fulfill its responsibilities.
- Appoint an elected official from Levy County to act as the official chairperson for all Coordinating Board meetings.
- Recommend an entity to serve as the Community Transportation Coordinator.
- Develop and annually update a Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) in consultation with the Local Coordinating Board and Community Transportation Coordinator.
- Report to the Florida Commission for the Transportation Disadvantaged by September 15 all local government and direct federal transportation disadvantaged funds expended in its designated service area during the prior state fiscal year.

According to Rules 41-2.002(10) and 41-2.009(1), Florida Administrative Code, Metropolitan Planning Organizations are required to serve as the Designated Official Planning Agency in the areas they cover. Agencies eligible for selection as a Designated Official Planning Agency in areas not covered by a Metropolitan Planning Organization include county or city governments, regional planning councils, Metropolitan Transportation Planning Organizations from other areas, or local planning organizations which are currently performing planning activities in designated service areas.

The Florida Commission for the Transportation Disadvantaged selected the North Central Florida Regional Planning Council to serve as the Designated Official Planning Agency for Levy County's Transportation Disadvantaged Program in June 2015.

### c. Local Coordinating Boards

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county or service area. The purpose of the Local Coordinating Board is to identify local service needs and to provide information, advice, and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged. Also, each Coordinating Board is recognized as an advisory body to the Florida Commission for the Transportation Disadvantaged in its designated service area. Pursuant to Chapter 427 and Rule Chapter 41-2, the Local Coordinating Board is required to:

- Review and approve the Community Transportation Coordinator's Memorandum of Agreement and Transportation Disadvantaged Service Plan prior to submission to the Florida Commission for the Transportation Disadvantaged.
- Annually provide the Florida Commission for the Transportation Disadvantaged with an evaluation of the Community Transportation Coordinator's performance.
- Review the Community Transportation Coordinator's Annual Operating Report.
- In cooperation with the Community Transportation Coordinator, review and provide recommendations on all applications for local government, state or federal funds relating to transportation of the transportation disadvantaged in the designated service area to ensure that any expenditures within the designated service area are provided in the most cost-effective and efficient manner.
- Review coordination strategies or service provision to the transportation disadvantaged in the designated 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.
- Appoint a Grievance Committee 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 Local Coordinating Board for improvement of service.
- In coordination with the Community Transportation Coordinator, jointly develop applications for funds that may become available.
- Review and approve the Coordinated Transportation Development Plan (Transportation Disadvantaged Service Plan) for consistency with approved minimum guidelines and the goals and objectives of the Local Coordinating Board.
- Assist the Community Transportation Coordinator in establishing priorities with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund moneys.

The Local Coordinating Board is composed of the following individuals who represent a variety of agencies and interests:

- A local elected official who acts as chairperson;
- a local representative of the Florida Department of Transportation;
- a local representative of the Florida Department of Children and Families;
- a representative of the Public Education Community;



- a person who is recognized by the Veterans Service Office as representing veterans in the county;
- a person who is recognized by the Florida Association for Community Action representing the economically disadvantaged in the county;
- a person over sixty years of age representing the elderly in the county;
- a disabled person representing the disabled in the county;
- two citizen advocate representatives in the county, one of whom must be a user of the system;
- a local representative for children at risk ;
- In areas where they exist, the chairperson or designee of the local Mass Transit or Public Transit System's Board, except in cases where the Board is also the Community Transportation Coordinator;
- a local representative of the Florida Department of Elder Affairs;
- an experienced representative of the local private for-profit transportation industry or, in an area where such a representative is not available, a local private nonprofit representative except where said representative is also the Community Transportation Coordinator. In cases where no private for-profit or private non-profit representatives are available in the service area, this position will not exist on the Local Coordinating Board;
- a local representative of the Florida Agency for Health Care Administration;
- a local representative of the Florida Division of Vocational Rehabilitation or the Division of Blind Services, representing the Florida Department of Education;
- a representative of the Regional Workforce Development Board; and
- a representative of the local medical community.

The intent of the Florida Commission for the Transportation Disadvantaged, as indicated above, is that the membership of the Local Coordinating Board to represent the maximum degree possible, a cross section of the local community.

Except for the chairperson and agency representatives, the members of the Local Coordinating Board are appointed for three-year staggered terms with the initial membership being appointed equally for one, two, and three years.

#### **d. Community Transportation Coordinator**

The Community Transportation Coordinator is responsible for the short-range operational planning, administration, monitoring, coordination, arrangement and delivery of transportation disadvantaged services originating within its designated service area on a full-time basis. A Community Transportation Coordinator can be a public, private nonprofit or private for-profit entity and can provide transportation services, subcontract or broker transportation services or combine the two approaches. Under Rule 41-2.011(2), Florida Administrative Code, a Community Transportation Coordinator is required to subcontract or broker transportation services to transportation operators in situations where it is cost-effective and efficient to do so.

The Community Transportation Coordinator must enter into a Memorandum of Agreement each year with the Florida Commission for the Transportation Disadvantaged. The Memorandum of Agreement is recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for its designated service area. Community Transportation Coordinator responsibilities set out in Chapter 427, Florida Statutes and Rule Chapter 41-2, Florida Administrative Code include:

- being aware of all of the transportation disadvantaged resources available or planned in its designated service area in order to plan, coordinate and implement the most cost-effective transportation disadvantaged transportation system possible under existing conditions in the designated service area;
- collecting operating data and preparing an Annual Operating Report due to the Florida Commission for the Transportation Disadvantaged by September 15 of each year;
- working cooperatively with Region Workforce Boards to assist in the development of innovative transportation services for participants in welfare transitional programs;
- establishing priorities with regard to the recipients of transportation services purchased with Transportation Disadvantaged Trust Fund moneys.

Community Transportation Coordinators may be selected without a competitive acquisition process if the Designated Official Planning Agency determines that approach is in the best interest of the transportation disadvantaged. Public competitive bidding or proposals, however, must be used to the maximum extent feasible to select a Community Transportation Coordinator.

A non-competitive proposal process was used to identify an entity capable of and interested in serving as the Community Transportation Coordinator for Levy County's Transportation Disadvantaged Program. The Levy County Board of County Commissioners adopted a resolution committing itself as the Community Transportation Coordinator in April 2003. The Florida Commission for the Transportation Disadvantaged selected the Levy County Board of County Commissioners to serve as the Levy County Community Transportation Coordinator in July 2003.

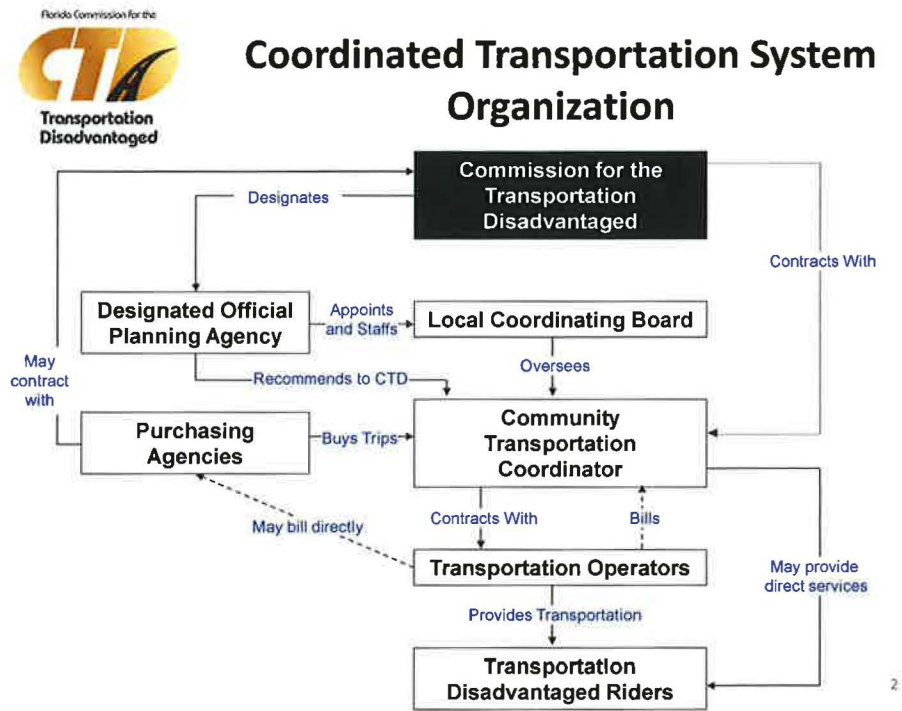
## **2. Designation Date/History**

On August 4, 2003, the Florida Commission for the Transportation Disadvantaged designated the Levy County Board of County Commissioners to serve as the Community Transportation Coordinator for Levy County based, as indicated above, on a non-competitive selection process. Reasons supporting Levy County's designation as the Community Transportation Coordinator included: (1) the county's ability to provide the organizational structure needed to administer and operate the program, (2) the county's existing inventory of vans and plans to acquire additional vehicles for use in the program, and (3) the county's positive established relationships with a number of private nonprofit and for-profit entities providing services to various segments of the county's transportation disadvantaged population.

In 2002, the Levy County Board of County Commissioners created a County Transportation Department, which was formed for the purpose of administrating and operating the county's public transportation program. It conducted business under the name Nature Coast Transit and operated as a partial brokerage system providing transportation services and contracting with other operators to provide transportation services. During the 2008-2009 Fiscal Year, the Nature Coast Transit was renamed to Levy County Transit by the Board of County Commissioners.

### 3. Organization Chart

The following chart identifies the partners involved in Florida's Transportation Disadvantaged Program.



## 4. Consistency Review of Other Plans

### a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

1. collection and analysis of pertinent data concerning the physical and socio-economic characteristics of the study area;
2. formulation of goals for future growth and development;
3. development of objectives and policies guided by the goals which are the essence of the Comprehensive Plan;
4. implementation of the Comprehensive Plan.

The 2014 – 2019 Levy County Transportation Disadvantaged Service Plan is consistent to the maximum extent feasible with the Levy County Comprehensive Plan. It should be noted that the County's Comprehensive Plan does not include a Mass Transit Element because the county has a population of less than 50,000 people or any goals, objectives or policies specifically relating to the transportation disadvantaged.

### b. Regional Policy Plans

The North Central Florida Strategic Regional Policy Plan adopted in October 2011 by the North Central Florida Regional Planning Council is a long-range guide for the physical, economic and social development of a planning region which identifies regional goals and policies. The plan serves as a basis for the review of the resources and facilities found in local government comprehensive plans originating in the region. Public transit is addressed in Section V of the plan. Regional Goal 5.6. is to reduce the unmet general trip demand of the north central Florida transportation disadvantaged population.

The following policies are included in the Strategic Regional Policy Plan to reduce unmet trip demand:

- **Policy 5.6.1.** Improve mobility options for low-income, elderly and disabled citizens.
- **Policy 5.6.2.** Increase funding for coordinated transportation systems for the transportation disabled.
- **Policy 5.6.3.** The Council and/or the Metropolitan Transportation Organization for the Gainesville Urbanized Area should provide technical assistance to designated north central Florida local transportation coordinating boards and community transportation coordinators.

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Strategic Regional Policy Plan.

### c. Transit Development Plans

Not applicable.

**d. Florida Commission for the Transportation Disadvantaged  
5-Year/20-Year Plan**

The Florida Commission for the Transportation Disadvantaged 2005 5/20-Year Plan establishes goals, objectives and a plan of action for the Florida Commission for the Transportation Disadvantaged. The plan presents forecasts of demand for transportation disadvantaged services, the cost of meeting the forecasted demand, forecasts of future funding for transportation disadvantaged services and approaches to balancing the supply and demand for these services. The plan also provides forecasts of the transportation disadvantaged population, demand for trips, number of trips supplied, unmet demand for trips and operating expenses.

The Levy County Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Florida Commission for the Transportation Disadvantaged 2005 5/20-Year Plan.

**e. Metropolitan Planning Organization Long-Range Transportation Plans**

Not applicable.

**f. Transportation Improvement Program**

Not applicable.

## **5. Public Participation**

The Levy County Transportation Disadvantaged Board includes representatives of public, private and non-profit transportation and human services providers as well as the public to participate in the development and update of the Levy County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Levy County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

## 6. Levy County Transportation Disadvantaged Coordinating Board Membership Certification

Name: North Central Florida Regional Planning Council  
Address: 2009 N.W. 67th Place  
Gainesville, Florida 32653-1603

The Designated Official Planning Agency named above hereby certifies to the following:

1. The membership of the Local Coordinating Board, established pursuant to Rule 41-2.012(3), Florida Administrative Code, does in fact represent the appropriate parties as identified in the following list; and
2. The membership represents, to the maximum extent feasible, a cross section of the local community.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Daniel Riddick, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	John Meeks	Danny Stevens	No Term
Elderly	Vacant	Vacant	6/30/2017
Disabled	Lindon Lindsey	Vacant	6/30/2018
Citizen Advocate	Renate M. Cannon	Vacant	6/30/2018
Citizen Advocate/User	Tammy Jean Ippolito	Vacant	6/30/2018
Children at Risk	Tonya Hiers	Brooke Ward	6/30/2016
Florida Association for Community Action	Katrina Bowers	Cindy Morgan	6/30/2017
Public Education	Steve Tyson	Joseph Wain	No Term
Florida Department of Transportation	Sandra Collins	Doreen Joyner-Howard	No Term
Florida Department of Children and Families	Vickie Menasco	Amy Burton	No Term
Florida Department of Elder Affairs	Kay Stephens	Bernadette Preble	No Term
Florida Department of Education	Melinda M. Jordan	Heather Davis	No Term
Florida Agency for Health Care Administration	Vacant	Vacant	No Term
Regional Workforce Development Board	Kathleen Woodring	Dale French	No Term
Veteran Services	Robert E. Lowyns	Julie E. Rose	6/30/2017
Local Mass Transit	Not Applicable	Not Applicable	No Term
Transportation Industry	Vacant	Vacant	6/30/2016
Local Medical Community	Vacant	Vacant	6/30/2016

## **B. Service Area Profile and Demographics**

### **1. Levy County Service Area Description**

Levy County has a land area of 1,118 square miles and is surrounded by Dixie County, Gilchrist County and Alachua County to the north, Marion County to the east, Citrus County to the south and the Gulf of Mexico to the west. The county has eight incorporated areas including Bronson, Cedar Key, Chiefland, Inglis, Otter Creek, Williston, Yankeetown and a part of Fanning Springs. It also has numerous unincorporated named communities including Fowler's Bluff, Camp Azalea, Rosewood, Gulf Hammock, Morriston, Montbrook and Raleigh. Map 1 shows Levy County's location in relation to the other counties in the state. Map 2 shows the locations of the county's cities, towns and Census Divisions (Cedar Key-Yankeetown, Chiefland and Williston-Bronson).

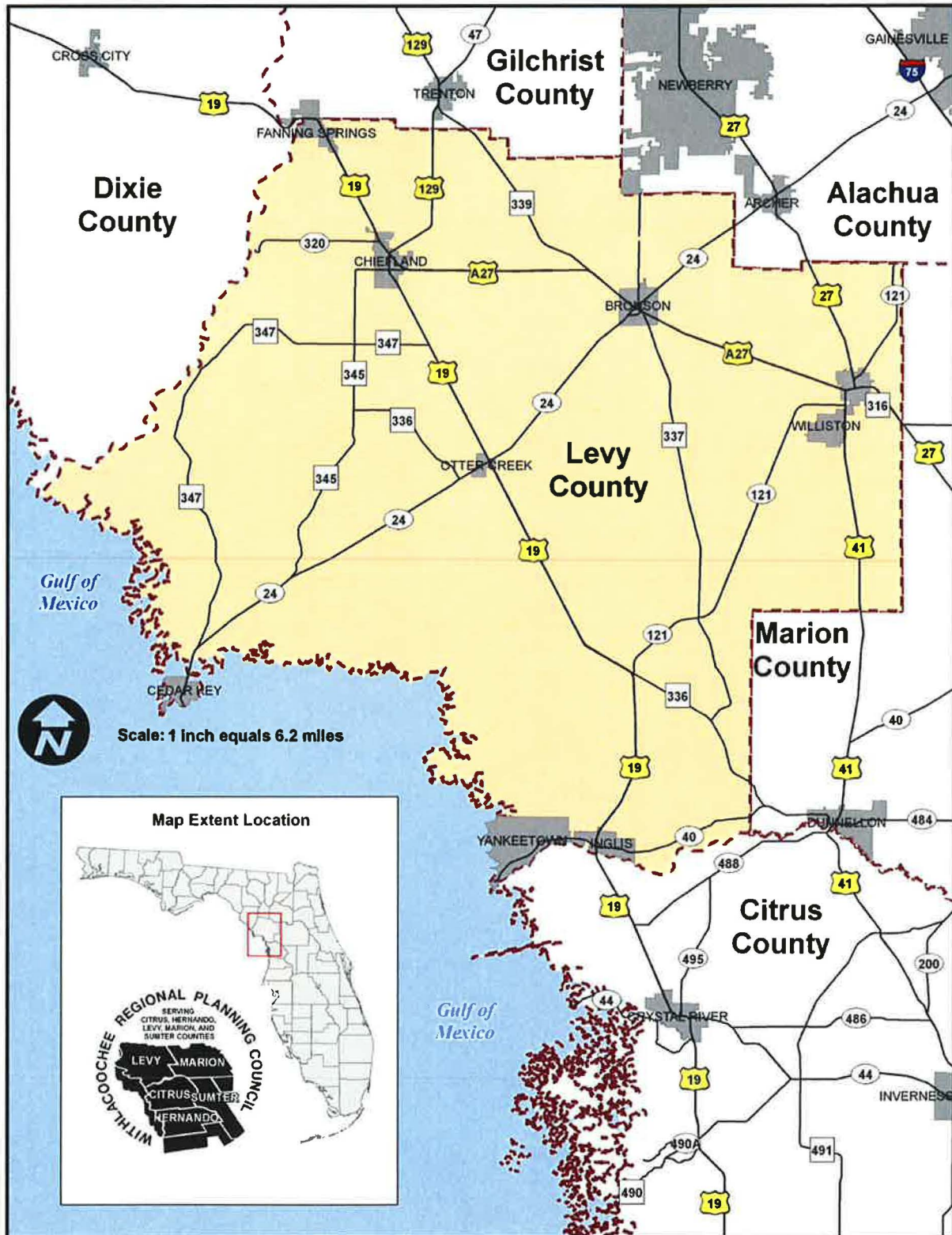
### **2. Demographics**

#### **a. Land Use**

The purpose of this section is to provide information concerning Levy County's existing land use. This information was obtained from Levy County's Comprehensive Plan. As indicated in the Future Land Use Map (see map 3), the major existing land uses in the County are agriculture, forestry and conservation. Less than 5 percent of the County's land area is in residential use. There are population concentrations in numerous incorporated areas and unincorporated named communities dispersed across the county. The dominant trend in recent years, however, has been sparse development on inexpensive lots out in the county. That trend is expected to continue unless certain population magnets, such as heavy industry, appear. Very little industry has been established anywhere in the county to date.

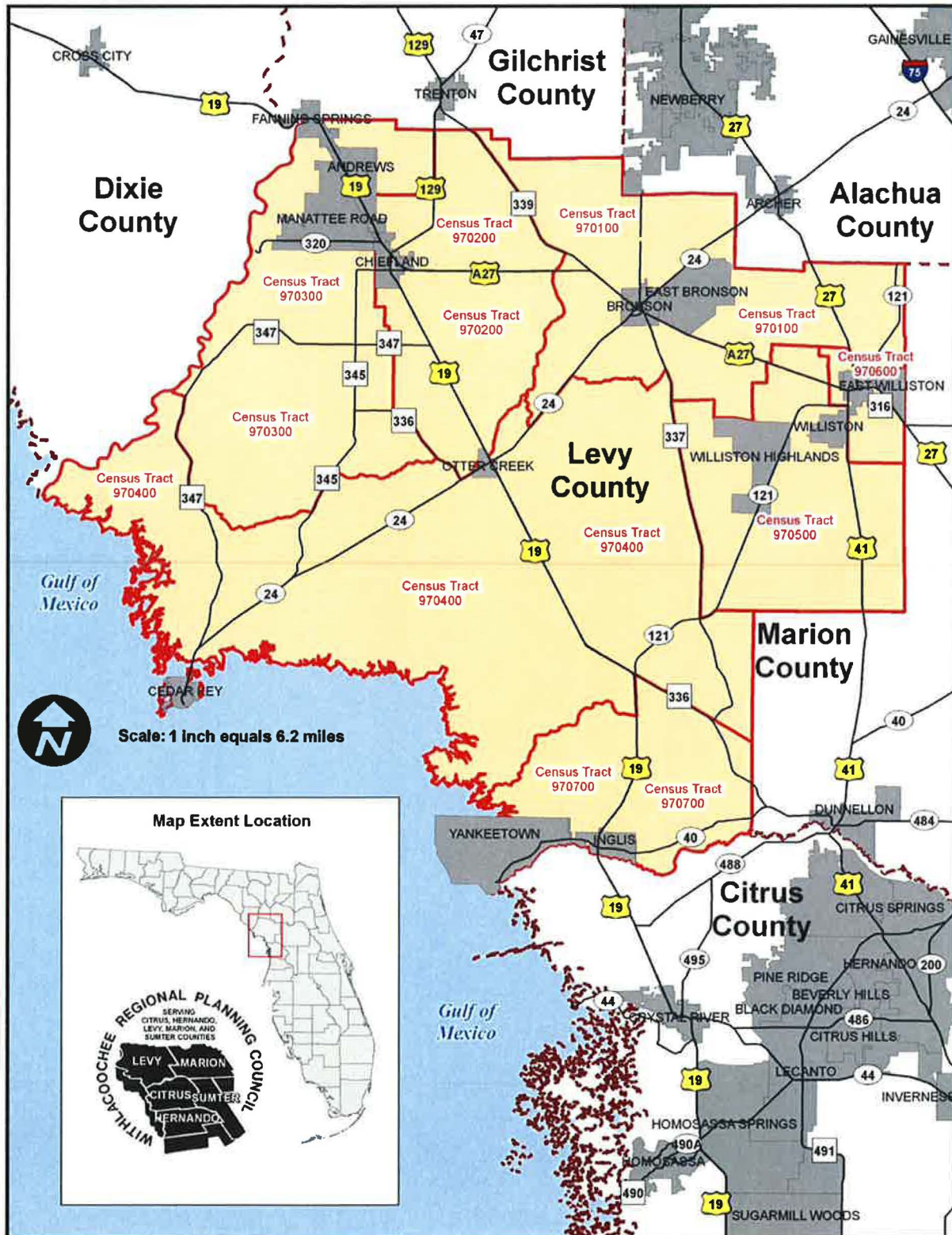


**MAP 1**  
**LEVY COUNTY WITHIN THE STATE OF FLORIDA**

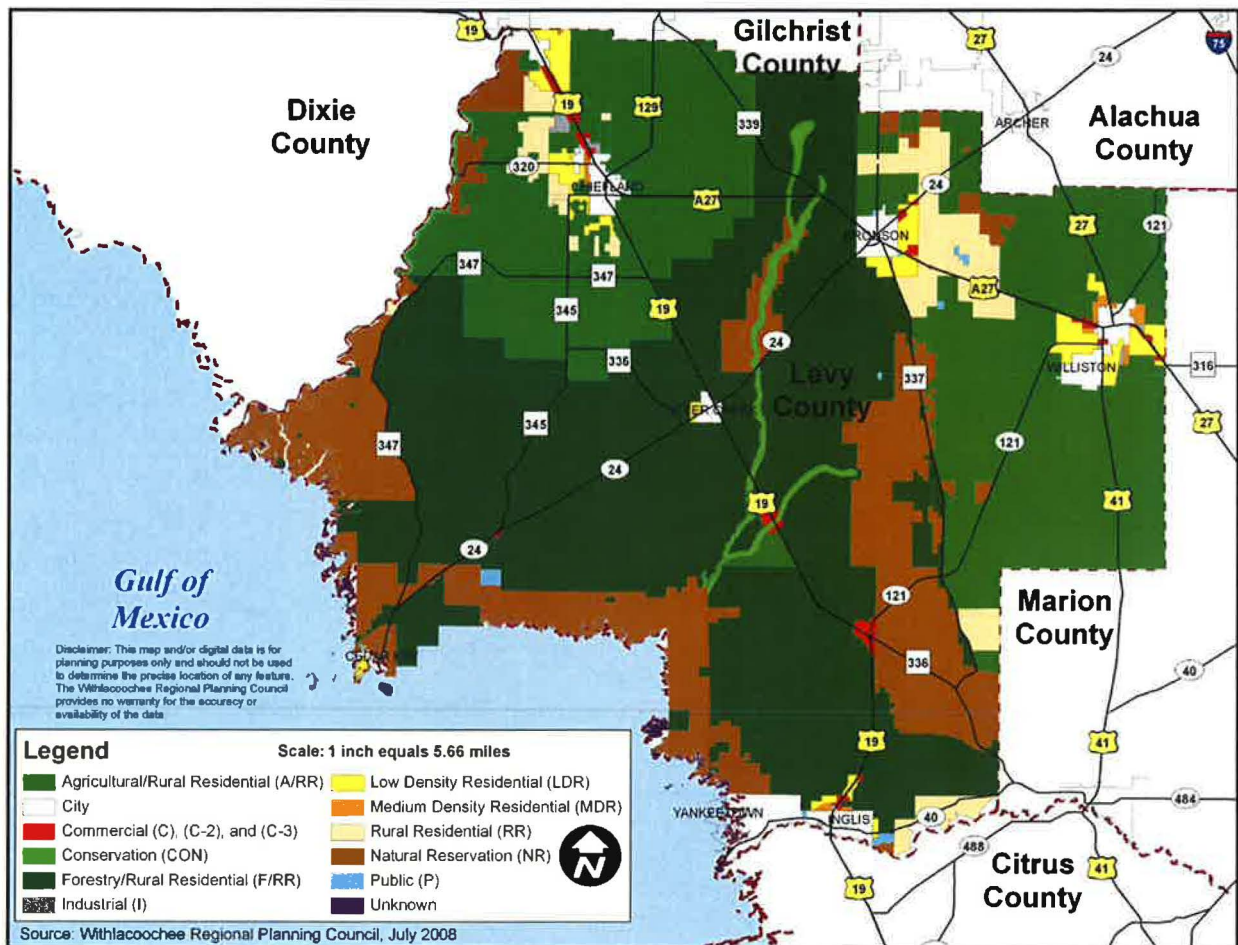




**MAP 2**  
**LEVY COUNTY CENSUS DIVISIONS, CITIES AND CENSUS DESIGNATED PLACE**



**MAP 3  
LEVY COUNTY FUTURE LAND USE**



## b. Population/Composition

According to the 2010 US Census Bureau, Levy County's 2010 population was 40,801. The Bureau of Economic and Business Research estimates Levy County's 2014 total population as 40,473. Table 1 shows, the population of Levy County.

**TABLE 1**  
**Population Counts and Estimates**  
**Levy County**

<b>AREA</b>	<b>POPULATION COUNT 2010 Census</b>	<b>POPULATION ESTIMATES 2014</b>
Levy County	40,801	40,473
Bronson	1,113	1,142
Cedar Key	702	691
Chiefland	2,245	2,153
Fanning Springs	278	749
Inglis	1,325	1,294
Otter Creek	134	129
Williston	2,768	2,815
Yankee Town	502	493
Unincorporated Area	31,526	31,301

Sources: 2010 Bureau of the Census/Bureau of Economic and Business Research, University of Florida

### c. Population Densities

Table 2 shows with approximately 1,118 square miles of land area, the County population density in 2010 was approximately 36.5 persons per square mile.

**TABLE 2**  
**Population Density**  
**Levy County**

<b>2010 U.S. CENSUS POPULATION</b>	<b>SQUARE MILES</b>	<b>PERSONS PER SQUARE MILE</b>
40,801	1,118	36.5

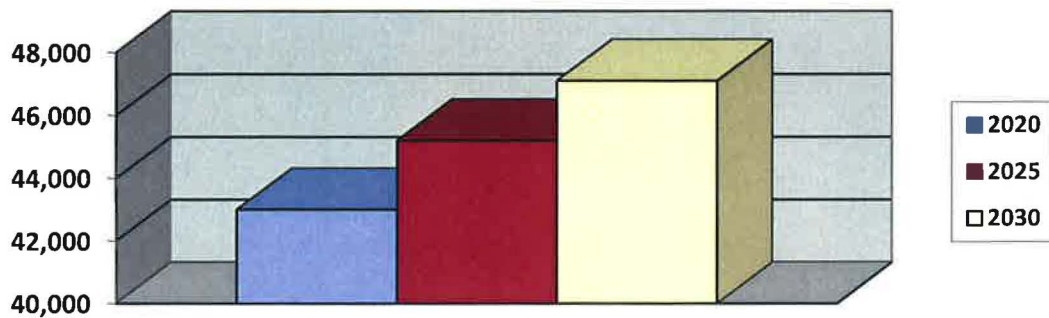
Source: U.S. Census Bureau: 2010 State and County Quick Facts

### d. Population Projections

According to the Bureau of Economic and Business Research, it is estimated that Levy County will have a total population of 43,000 by the year 2020, and by 2030, the total County population will be 47,100. Illustration I shows population projections for 2020, 2025 and 2030.



**ILLUSTRATION I**  
**Population Projections**  
**Levy County**



Source: Bureau of Economic and Business Research, University of Florida

### e. Population Age Distribution

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of the County's population by age group. The 25-44 year-old age group is the largest age group within the County. The 65 and over population is the smallest age group within the County, comprising 13 percent of the population.

**TABLE 3**  
**Population Estimates By Age Group**  
**Levy County**  
**2013**

Age Group	Population
0-4	2,228
5-17	6,034
18-24	3,138
25-54	14,311
55-64	6,368
65-79	6,431
80+	1,794

Source: Bureau of Economic and Business Research, University of Florida

### f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census, 8,706 civilian non-institutionalized residents have disabilities.

## **g. Employment**

The Bureau of Economic and Business Research estimates that Levy County's labor force (individuals who are able to work but may not be employed) in 2015 was 16,116 with 999 unemployed. The estimated unemployment rate for Levy County was 6.2 percent.

## **h. Income**

According to the 2010 Bureau of the Census, the per capita income for Levy County in 2013 was \$18,304. The percent of persons below poverty level in 2013 was 23.7%. Table 4 shows per capita income and the percentage of persons below poverty level. Table 5 shows income levels that are currently used to define the federal poverty level. Low-income households often have no mobility choice other than public transportation and thus generally have high potential for transit use.

**TABLE 4**  
**Income and Poverty Status**  
**Levy County**

<b>Per Capita Income In 2013</b>	<b>Percentage Of Persons Below Poverty Level 2013</b>
\$18,304	23.7%

Source: Bureau of the Census 2010, State and County Quick Facts

**TABLE 5**  
**2015 Poverty Guidelines For The 48 Contiguous States**  
**And The District of Columbia**

<b>PERSONS IN FAMILY/HOUSEHOLD</b>	<b>POVERTY GUIDELINE</b>
1	\$11,770
2	\$15,930
3	\$20,090
4	\$24,250
5	\$28,410
6	\$32,570
7	\$36,730
8	\$40,890

\* For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

According to the Bureau of Economic and Business Research, the total number of Medicaid recipients in 2013 was 9,409.

Table 6 shows individuals who received Medicaid and Medicare.

**TABLE 6**  
**Medicaid and Medicare Recipients**  
**Levy County**  
**2013**

<b>Type Of Assistance</b>	<b>Recipients</b>
Poor Persons	9,271
Medicaid Recipients	9,409
Medicare Recipients	9,759
Medicare Disability Recipients	1,385

Source: Bureau of Economic and Business Research, University of Florida

### i. Housing

The 2010 Bureau of the Census estimates that in 2013, the total number of households in Levy County was 15,582 and that the average household size was 2.54. Table 7 presents data on housing units below poverty level.

**TABLE 7**  
**Housing Units**  
**Levy County**  
**2013**

<b>Housing Units</b>	<b>Percent of Persons Below the Poverty Level</b>	<b>Home Ownership Rate</b>	<b>Mean Value of Owner Occupied Housing Units</b>
19,688	23.7%	77.5%	\$92,200

Source: 2010 Bureau of the Census Quick Facts

### j. Health

There is one assisted living facility located in Levy County, the Good Samaritan Retirement Home. According to Bureau of Economic and Business Research, in 2014, there were 15 physicians of medicine and 470 registered, practical and advanced nurses.

### k. Transportation

According to the 2010 Census, an estimated 294 households in Levy County had no vehicle available in 2013.

## **I. Major Trip Generators/Attractors**

Trip generators are land uses from which trips originate (e.g., residential developments) while trip attractors are land uses which are destinations (e.g., shopping districts, employment centers, medical offices, educational facilities and recreation sites). Examples of trip attractors located in Levy County include the Wal-Mart Supercenter in Chiefland, the industrial parks in Williston and Chiefland, Regional Hospital in Williston, the satellite campus of Central Florida Community College in Chiefland, Manatee Springs State Park, and the County Courthouse in Bronson. Levy County's ten largest private sector employers include: Wal-Mart Supercenter, Winn-Dixie, Central Florida Electric Co-op, Regional General Hospital Williston, J.E. Whitehurst & Sons, Drummond Community Bank and Capital City Bank.

Although access to retail stores and services in the County is increasing, travel to out-of-county destinations continues to be necessary for many Levy County residents, particularly for employment and medical purposes. Major trip generators/attractors include: Lancaster Correctional in Gilchrist County, Cross City Correctional in Dixie County, Shands Hospital in Alachua County, VA Medical Center in Alachua County, University of Florida in Alachua County, Levy-Union Vocational Technical Center.

Travel to Gainesville continues to be necessary for many County residents, particularly for employment and medical purposes. Approximately 15 percent of Levy County's employed residents work in Alachua County.

## **C. Service Analysis**

### **1. General and Critical Need Transportation Disadvantaged Populations**

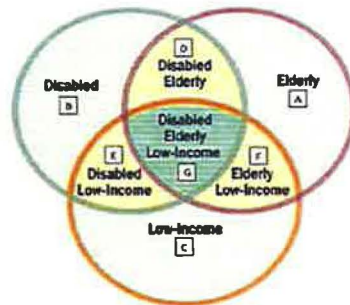
The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are 'high-risk' or 'at-risk.' The critical need Transportation Disadvantaged population includes individuals who, due to severe physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

The following tables show general and critical need Transportation Disadvantaged population estimates for Levy County.

## FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS

## Levy County

General TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Overlapping Circle Component</b>											
E - Estimate non-elderly/disabled/ low income	1,268	1,282	1,295	1,309	1,324	1,338	1,352	1,367	1,382	1,397	1,412
B - Estimate non-elderly/ disabled/not low income	3,309	3,345	3,381	3,417	3,454	3,491	3,529	3,567	3,605	3,644	3,684
G - Estimate elderly/disabled/low income	497	502	508	513	519	524	530	536	542	547	553
D - Estimate elderly/ disabled/not low income	3,385	3,422	3,458	3,496	3,533	3,572	3,610	3,649	3,688	3,728	3,768
F - Estimate elderly/non-disabled/low income	-58	-59	-59	-60	-61	-61	-62	-63	-63	-64	-65
A - Estimate elderly/non-disabled/not low income	4,516	4,565	4,614	4,664	4,714	4,765	4,816	4,868	4,921	4,974	5,027
C - Estimate low income/not elderly/not disabled	5,188	5,244	5,301	5,358	5,415	5,474	5,533	5,593	5,653	5,714	5,775
<b>TOTAL GENERAL TD POPULATION</b>	<b>18,105</b>	<b>18,300</b>	<b>18,498</b>	<b>18,697</b>	<b>18,899</b>	<b>19,103</b>	<b>19,309</b>	<b>19,517</b>	<b>19,727</b>	<b>19,940</b>	<b>20,155</b>
<b>TOTAL POPULATION</b>	<b>39,166</b>	<b>39,588</b>	<b>40,015</b>	<b>40,447</b>	<b>40,883</b>	<b>41,324</b>	<b>41,770</b>	<b>42,220</b>	<b>42,675</b>	<b>43,136</b>	<b>43,601</b>



## Levy County

Critical Need TD Population Forecast	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Total Critical TD Population</b>											
Disabled	1,997	2,018	2,040	2,062	2,084	2,107	2,130	2,152	2,176	2,199	2,223
Low Income Not Disabled No Auto/Transit	1,395	1,410	1,426	1,441	1,457	1,472	1,488	1,504	1,520	1,537	1,553
<b>Total Critical Need TD Population</b>	<b>3,392</b>	<b>3,429</b>	<b>3,466</b>	<b>3,503</b>	<b>3,541</b>	<b>3,579</b>	<b>3,618</b>	<b>3,657</b>	<b>3,696</b>	<b>3,736</b>	<b>3,776</b>
<b>Daily Trips - Critical Need TD Population</b>											
Severely Disabled	98	99	100	101	102	103	104	105	107	108	109
Low Income - Not Disabled - No Access	2,650	2,678	2,707	2,736	2,766	2,796	2,826	2,856	2,887	2,918	2,950
<b>Total Daily Trips Critical Need TD Population</b>	<b>2,748</b>	<b>2,794</b>	<b>2,841</b>	<b>2,889</b>	<b>2,938</b>	<b>2,990</b>	<b>3,043</b>	<b>3,097</b>	<b>3,152</b>	<b>3,208</b>	<b>3,258</b>
<b>Annual Trips</b>	<b>1,002,885</b>	<b>1,019,834</b>	<b>1,037,069</b>	<b>1,054,596</b>	<b>1,072,418</b>	<b>1,091,400</b>	<b>1,110,718</b>	<b>1,130,378</b>	<b>1,150,385</b>	<b>1,170,747</b>	<b>1,189,128</b>

Assumes Annual Service Days = 365

Annual Population Growth (as a percent) 1.08%



## 2. Paratransit Service Demand Estimation

The National Center for Transit Research Center for Urban Transportation Research developed a paratransit service demand estimation tool based on the most current U.S. Census Bureau demographic and socio-economic data available. The following table shows trip demand for the critical Transportation Disadvantaged population.

### CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Levy County					Census Data from: 2013	
County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age	% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
< 5 Years of Age	61	4.20%	3	0		
5-17	390	4.20%	16	0.29%		
18-34	361	6.30%	23	0.33%		
35-64	3,765	13.84%	521	3.20%		
<b>Total Non Elderly</b>	<b>4,577</b>		<b>563</b>	<b>1.83%</b>	<b>28.60%</b>	<b>161</b>
65-74	1,920	27.12%	521	10.23%		
75+	1,962	46.55%	913	28.11%		
<b>Total Elderly</b>	<b>3,882</b>		<b>1,434</b>	<b>17.19%</b>	<b>11.70%</b>	<b>168</b>
<b>Total</b>	<b>8,459</b>		<b>1,997</b>	<b>5.10%</b>		<b>329</b>

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
Non-Elderly	402	161	563
Elderly	1,266	168	1,434
<b>TOTAL</b>	<b>1,668</b>	<b>329</b>	<b>1,997</b>

TRIP RATES USED	
<b>Low Income Non Disabled Trip Rate</b>	
Total	2.400
LESS	
Transit	0.389
School Bus	0.063
Special Transit	0.049
	<b>1.899</b>
<b>Severely Disabled Trip Rate</b>	
Special Transit	<b>0.049</b>

<b>Low Income &amp; Not Disabled = C + F</b>	
Assumes 21.2%	5,130
xx % without auto access	1,395
100.0%	1,395
xx % without transit access	1,395

CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION			
Total Actual Critical TD Population		Calculation of Daily Trips	
		Daily Trip Rates Per Person	Total Daily Trips
Severely Disabled	1,997	0.049	98
Low Income ND	1,395	1.899	2,650
<b>Totals</b>	<b>3,392</b>		<b>2,748</b>

### 3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Levy County. In May 2014, the Florida Agency for Health Care Administration implemented Florida's Managed Medical Care Program. The Managed Medical Care Program requires Managed Medical Assistance Plans to provide transportation to their enrollees who have no other means of transportation available.

The Managed Medical Assistance Plans provide transportation services directly through their own network of transportation providers. According Chapter 2 of the Florida Agency for Health Care Administration Transportation Coverage, Limitations and Reimbursement Handbook, July 1997, "Medicaid is required by Chapter 427, Florida Statutes to purchase transportation services through the designated Community Transportation Coordinator, unless those services are not cost effective or the Community Transportation Coordinator does not coordinate Medicaid transportation services."

Other barriers to the coordination of transportation services in Levy County include the following:

- low density, rural population limiting ability to group trips while maintaining an acceptable level of service;
- limited availability of medical services/facilities in county necessitating out-of-county trips;
- differing agency requirements for client transportation services (e.g., maximum allowable "ready to go" window); and
- cost, insurance and safety standard concerns relating to the use of public school vehicles do not meet safety standards and are difficult to insure on a temporary basis.

### 4. Needs Assessment

#### United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Continuation and growth of trips provided under the U.S.C. Section 5311 Grant Program.	2015/16	Levy County	\$175,000  \$175,000	United States Code Section 5311  Levy County Board of County Commissioners

#### United States Code Section 5339 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase one vehicle	2015/16	Levy, County	\$85,000	United States Code Section 5339

### Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase replacement vehicle.	2015/16	Levy County	\$73,259	Rural Area Capital Assistance Program Grant

### Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2015/16	Levy County	\$364,754 \$40,528	Transportation Disadvantaged Trust Fund Levy County Board of County Commissioners

## 5. Goals, Objectives and Strategies

### GOAL 1 Ensure the availability of transportation services to meet the needs of the transportation disadvantaged.

- Objective 1.1** Identify and monitor demand for transportation services among the transportation disadvantaged.
- Objective 1.2** Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.
- Objective 1.3** Employ measures, as needed and appropriate, for controlling the rate at which funding available for non-sponsored trips is expended and for targeting funding available for non-sponsored trips to individuals with the greatest need.
- Objective 1.4** Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.
- Objective 1.5** Identify and pursue potential sources of additional funding for transportation services and partnership opportunities. Seek, in particular, to stimulate or facilitate the use of private funding to reduce reliance on public subsidies.
- Objective 1.6** Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act.
- Objective 1.7** Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.

**Objective 1.8**      Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.

**Objective 1.9**      Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the County's coordinated transportation system.

**GOAL 2      Ensure that transportation services are provided in the most effective and efficient manner possible.**

**Objective 2.1**      Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.

**Objective 2.2**      Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.

**Objective 2.3**      Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.

**Objective 2.4**      Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter county trips.

**GOAL 3      Ensure that quality transportation services are provided.**

**Objective 3.1**      Ensure transportation services are provided in a safe, reliable and courteous manner.

**Objective 3.2**      Monitor and evaluate the performance of the Community Transportation Coordinator.

**Objective 3.3**      Provide processes for addressing service complaints and formal grievances on transportation-related matters.

**GOAL 4      Ensure program accountability.**

**Objective 4.1**      Comply with the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

**Objective 4.2**      Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

**GOAL 5      Increase public awareness of and involvement in the transportation disadvantaged program.**

**Objective 5.1**      Undertake marketing and outreach activities to increase public awareness of and involvement in Florida's Transportation Disadvantaged Program. Project a consumer-oriented, customer service image.

**Objective 5.2** Conduct at least one public hearing a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.

**GOAL 6 Encourage volunteers to participate in the coordinated transportation system.**

**Objective 6.1** Undertake marketing and outreach activities to increase volunteering opportunities with the county's coordinated transportation system.

**Objective 6.2** Conduct at least one public hearing a year to allow individuals an opportunity to provide input on matters relating to volunteering with the County's coordinated transportation system.

**GOAL 7 Provide affordable transportation services to low-income persons.**

**Objective 7.1** Develop transportation services for daily living activities.

**Objective 7.2** Research the feasibility of providing deviated fixed route service that provides service within Levy County.

**Objective 7.3** Advertise the available transportation services once a year.

**GOAL 8 Increase transportation services provided in Levy County.**

**Objective 8.1** Annually research local, state, and federal funding opportunities to increase services available to the transportation disadvantaged population in Levy County.

**Objective 8.2** Annually identify projects that can be funded under the Federal Transit Administration's grant programs.

## 6. Implementation Plan

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.1 Identify and monitor demand for transportation services among the transportation disadvantaged.</b>		
Update the transportation disadvantaged population forecasts and needs estimation in the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Identify unmet needs for transportation services. The Community Transportation Coordinator should report the number of unmet trip requests at each meeting.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Identify and communicate with agencies, organizations, institutions and other entities that work with individuals who need assistance with transportation to participate in particular programs or for other purposes. Collect and utilize any surveys and studies they produce relating to the need for and provision of transportation services.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing

Maintain a trip denial log and review it on a regular basis to identify any patterns and possible service modifications to address them.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with quarterly operating data and trip denial reports.	Community Transportation Coordinator	Quarterly
Use surveys of riders, purchasing agencies, transportation operators and others to identify unmet needs for transportation services.	Local Coordinating Board	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.2 Provide services to meet as much of the demand for transportation services among the transportation disadvantaged as possible within available resources.</b>		
Provide or arrange for the delivery of transportation services in accordance with the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator	Ongoing
Identify ways to increase the capacity of the coordinated transportation system to meet existing and future demand for transportation services and implement them as resources permit.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Identify additional transportation service opportunities with private nonprofit transportation operators.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Continue to purchase vehicles as resources permit to provide expanded service and allow for timely replacement of vehicles.	Community Transportation Coordinator	Ongoing
Continue planning for the development of a shuttle service serving Levy County.	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Work with agencies, organizations, institutions and other entities as appropriate to address particular transportation needs (e.g., transportation to medical facilities for veterans).	Local Coordinating Board Community Transportation Coordinator Planning Agency	Ongoing
Advise appropriate public officials of any road conditions that interfere with or preclude the provision of transportation services.	Local Coordinating Board Community Transportation Coordinator	Ongoing



<b>STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Objective 1.3 Employ measures, as needed and appropriate, for controlling the rate at which Transportation Disadvantaged Program funding is expended.</b>		
Monitor the expenditure of Transportation Disadvantaged Program funding.	Community Transportation Coordinator	Ongoing
Monitor the impacts of implementing Transportation Disadvantaged Program trip prioritization.	Community Transportation Coordinator	Ongoing
Monitor to ensure that funding available for Transportation Disadvantaged Program sponsored trips is not used to replace existing agency funding for transportation services for the transportation disadvantaged. Also, promote the inclusion of sufficient funding in program budgets to support necessary trip rate increases and to meet transportation needs created as a result of the operation, expansion or creation of programs.	Local Coordinating Board Community Transportation Coordinator	As Needed
Use the transportation disadvantaged population forecasts and general trip demand forecasts in the Transportation Disadvantaged Service Plan to assist with targeting funding available for non-sponsored trips.	Local Coordinating Board Community Transportation Coordinator	Ongoing

<b>STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Objective 1.4: Monitor and maximize the availability of local, state and federal government funding for transportation services for the transportation disadvantaged.</b>		
Prepare annual budget estimates of local government and direct federal transportation disadvantaged funds anticipated to be available during the upcoming state fiscal year.	Planning Agency	Annually
Review consolidated annual budget estimates of transportation disadvantaged funds anticipated to be available during the upcoming state fiscal year prepared by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Report actual expenditures of local government and direct federal transportation disadvantaged funds during the prior state fiscal year.	Planning Agency	Annually
Review consolidated reports on transportation disadvantaged funds expended during the prior state fiscal year prepared by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Research transportation grants.	Community Transportation Coordinator	Ongoing
Review applications for transportation grants submitted for the service area.	Local Coordinating Board	As Needed

Encourage continued and increased County support for transportation services.	Local Coordinating Board Community Transportation Coordinator	Ongoing
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STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.5: Identify additional funding opportunities for transportation services.</b>		
Pursue sources of additional funding for transportation services identified by the Community Transportation Coordinator, the Local Coordinating Board or others.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Identify and pursue partnership opportunities involving coordination of needs/services and the pooling of resources.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Increase farebox revenues while recognizing actual or potential negative impacts of fares on access to service.	Local Coordinating Board Community Transportation Coordinator	Ongoing
Within the context of the coordinated transportation system, provide assistance upon request to entities interested in operating vehicles to address particular transportation needs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.6: Eliminate physical barriers to the use of transportation services by ensuring compliance with the Americans with Disabilities Act (ADA).</b>		
Purchase and maintain an adequate number of vehicles with wheelchair lifts/ramps or other necessary specialized equipment or features.	Community Transportation Coordinator	Ongoing
Monitor to ensure that equivalent service is available to individuals with disabilities.	Community Transportation Coordinator	Ongoing
Develop and implement a corrective action plan if a lack of equivalent service is demonstrated.	Community Transportation Coordinator	As Needed
Promote access to transportation services by including information on the Florida Relay Service in program literature and advertisements and using, as resources permit, marketing methods such as close-captioned public service announcements and radio advertising.	Community Transportation Coordinator	Ongoing
Ensure that employees receive training regarding the special needs of disabled individuals and the operation of specialized equipment.	Community Transportation Coordinator	Ongoing



## Transportation Disadvantaged Service Plan

Seek the advice of ADA experts regarding the requirements and implementation of the ADA as needed and resources permit.	Community Transportation Coordinator	Ongoing
Increase public awareness of the ADA through program literature.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.7: Monitor land use/development patterns to inform decision-making regarding service delivery and the allocation of resources.</b>		
Update the demographics section in the Transportation Disadvantaged Service Plan.	Planning Agency	As Needed
Consider land use/development patterns when preparing/ updating the Transportation Disadvantaged Service Plan.	Planning Agency	Annually
Map major trip generators and attractors in the county.	Planning Agency	As Needed
Identify and remain apprised of major developments in Levy County with actual or potential substantial impacts on the coordinated transportation system.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.8: Participate in local, regional and state transportation and comprehensive planning processes to ensure that transportation disadvantaged issues are considered.</b>		
Keep local elected officials informed about the demand for transportation services among the transportation disadvantaged and the transportation disadvantaged program. At a minimum, provide a copy of the Transportation Disadvantaged Service Plan to local governments in the county for review and comment on an annual basis.	Planning Agency	Ongoing
Review the comprehensive plans of the cities in the county for coverage of coordinated transportation system mobility issues.	Planning Agency	As Needed
Participate in the development and review of local, regional and state plans/regulations affecting the coordinated transportation system. Provide written information and testimony at public workshops/meetings/hearings as appropriate.	Planning Agency	As Needed
Participate in local review and approval processes for large scale and other developments. Provide written information and testimony at public workshops/meetings/hearings as appropriate.	Planning Agency	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 1.9: Monitor changes in the health care and other service systems used by the transportation disadvantaged to identify potential impacts on the county's coordinated transportation system.</b>		
Provide opportunities at Local Coordinating Board meetings for Board members and others to discuss changes in the health care and other service systems used by the transportation disadvantaged.	Local Coordinating Board	Quarterly
Use public hearings conducted by the Local Coordinating Board as another means of monitoring changes in the health care system and other service systems used by the transportation disadvantaged.	Local Coordinating Board	Annually
Develop and maintain contacts with community boards and other entities involved in the health care system and other service systems used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Address system changes in updates of the Transportation Disadvantaged Service Plan as appropriate.	Community Transportation Coordinator	Annually
STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 2.1: Coordinate transportation resources for the transportation disadvantaged available in or planned for the service area to the maximum extent possible.</b>		
Be aware of transportation resources for the transportation disadvantaged available in or planned for the service area.	Community Transportation Coordinator	Ongoing
Advise agencies, organizations, institutions and other entities purchasing or providing transportation services for the transportation disadvantaged about the purpose, nature and benefits of coordinated transportation services.	Community Transportation Coordinator	Ongoing
Work with the Regional Workforce Board to meet client transportation needs.	Community Transportation Coordinator	Ongoing
Enter into purchase of service contracts, coordination contracts and transportation operator contracts as appropriate to ensure that transportation disadvantaged funds are used within the coordinated transportation system and transportation services are provided in the most effective and efficient manner possible.	Community Transportation Coordinator	Ongoing
Compare the actual expenditure report totals for the county to revenue sources and amounts reported in the annual operating report to determine the extent to which transportation disadvantaged funds are being used within the coordinated transportation system.	Planning Agency	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 2.2: Maximize the use of existing transportation resources to meet the demand for transportation services among the transportation disadvantaged.</b>		
Enter into coordination contracts with agencies/organizations that provide transportation services using transportation disadvantaged funds as needed.	Community Transportation Coordinator	As Needed
Maintain an inventory of other existing transportation operators whose services are or potentially could be used by the transportation disadvantaged.	Community Transportation Coordinator	Ongoing
Utilize the standard coordination/operator contract as needed.	Community Transportation Coordinator	As needed
Review coordination contracts and transportation operator contracts on an annual basis as necessary to determine whether their continuation is the most effective and efficient utilization possible.	Community Transportation Coordinator Local Coordinating Board	As needed
Coordinate with the Levy County School District to facilitate the use of public school vehicles within the coordinated transportation system as appropriate.	Community Transportation Coordinator	As Needed

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 2.3: Maximize the use of measures that promote effective and efficient service delivery without unduly inconveniencing riders.</b>		
Work with private nonprofit agencies to eliminate barriers to increased utilization of vehicles purchased with transportation disadvantaged funds.	Community Transportation Coordinator	Ongoing
Multi-load vehicles to the maximum extent possible.	Community Transportation Coordinator	Ongoing
Establishing route-oriented services.	Community Transportation Coordinator	As Needed
Accommodate trip requests according to the least expensive service available which meets riders' needs.	Community Transportation Coordinator	Ongoing
Procure transportation services as necessary to provide trips at the lowest possible cost.	Community Transportation Coordinator	Ongoing
Seek ways to increase system productivity through improvements in call intake, trip scheduling/dispatching and other functions.	Community Transportation Coordinator	Ongoing
Identify opportunities to reduce costs.	Community Transportation Coordinator	Ongoing

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 2.4: Pursue coordination efforts with other Community Transportation Coordinators as appropriate for the purposes of reducing costs, increasing transportation services available and facilitating the provision of inter-county trips.</b>		
Research opportunities to coordinate with the Citrus County Community Transportation Coordinator.	Community Transportation Coordinator	Ongoing
Develop and maintain contacts with other Community Transportation Coordinators in the region.	Community Transportation Coordinator	Ongoing
Explore coordination opportunities as appropriate at regional meetings.	Community Transportation Coord Community Transportation Coordinator inator	Quarterly
Identify opportunities for inter-county coordination and pursue them and any funding sources available to support them as appropriate.	Community Transportation Coordi Community Transportation Coordinator nator	Ongoing
Consider the results of studies completed on the feasibility of inter county coordinated transportation for the transportation disadvantaged.	Community Transportation Coordinator	As Available

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 3.1: Ensure transportation services are provided in a safe, reliable and courteous manner.</b>		
Comply with the service standards in the Transportation Disadvantaged Service Plan and refine and revise them as needed.	Community Transportation Coordinator	Ongoing
Comply with safety and insurance requirements.	Community Transportation Coordinator	Ongoing
Each quarter, monitor at least 25 percent of the vehicles used in the coordinated transportation system.	Community Transportation Coordinator	Quarterly
Ensure that employees receive training appropriate to their positions regarding the provision of transportation services.	Community Transportation Coordinator	Ongoing
Consider the results of surveys conducted as a part of each annual evaluation of the Community Transportation Coordinator.	Community Transportation Coordinator	Annually
Continue to monitor the timeliness of service and rider satisfaction through a weekday telephone rider survey (at least three monitoring calls/weekday).	Community Transportation Coordinator	Ongoing
Use surveys or other tools to obtain input from riders, purchasing agencies and others on the reliability and quality of transportation services provided through the coordinated transportation system.	Community Transportation Coordinator	As Needed

<b>STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Objective 3.2: Monitor and evaluate the performance of the Community Transportation Coordinator.</b>		
Monitor the performance of the Community Transportation Coordinator.	Local Coordinating Board	Ongoing
Perform an annual evaluation of the Community Transportation Coordinator.	Local Coordinating Board	Annually
Cooperate with monitoring and evaluation efforts undertaken by the Florida Commission for the Transportation Disadvantaged's Quality Assurance and Program Evaluation and Technical Assistance and Training sections.	Local Coordinating Board	Biennially and As Needed

<b>Objective 3.3: Provide processes for addressing service complaints and formal grievances on transportation-related matters.</b>		
Have a process in place to address service complaints and formal grievances on transportation-related matters in a timely and effective manner.	Community Transportation Coordinator	Ongoing
Maintain records of service complaints and formal grievances received and their disposition.	Community Transportation Coordinator	Ongoing
Provide the Local Coordinating Board with quarterly service complaint/grievance summaries.	Community Transportation Coordinator	Ongoing
Ensure that the Local Coordinating Board has a process in place to address formal grievances on transportation-related matters in a timely and effective manner.	Local Coordinating Board	Ongoing

<b>STRATEGIES</b>	<b>RESPONSIBLE PARTY(IES)</b>	<b>DATE</b>
<b>Objective 4.1: Collect data on the coordinated transportation system needed to meet the requirements of Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code, and to allow for effective evaluation and planning efforts.</b>		
Collect data needed to prepare annual operating reports.	Community Transportation Coordinator Planning Agency	Quarterly
Seek ways to improve data collection, record keeping and reporting functions.	Community Transportation Coordinator Planning Agency	Ongoing
Monitor to ensure that the Community Transportation Coordinator's system for collecting, analyzing and reporting data, at a minimum, meets the data collection, record keeping and reporting requirements set by the Florida Commission for the Transportation Disadvantaged.	Community Transportation Coordinator Planning Agency	Annually
Collect data needed to prepare Community Transportation Coordinator annual evaluations, annual budget estimates and actual expenditure reports.	Community Transportation Coordinator Planning Agency	Annually

## Transportation Disadvantaged Service Plan

Collect data needed to prepare/update the Transportation Disadvantaged Service Plan.	Community Transportation Coordinator Planning Agency	Annually
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**Objective 4.2: Prepare plans, contracts, reports and other documents required by Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code, in a competent and timely manner.**

Prepare and submit the Memorandum of Agreement, Transportation Disadvantaged Service Plan, Annual Operating Report and Trip/Equipment Grant applications in a timely manner.	Community Transportation Coordinator Planning Agency	Annually
Prepare and submit the Transportation Disadvantaged Service Plan, Community Transportation Coordinator annual evaluation, actual expenditure reports and planning grant application in a timely manner.	Planning Agency	Annually

STRATEGIES	RESPONSIBLE PARTY(IES)	DATE
<b>Objective 5.1: Undertake marketing and outreach activities to increase public awareness of and involvement in the transportation disadvantaged program.</b>		
Utilize a variety of methods to increase public awareness of Florida's Transportation Disadvantaged Program.	Community Transportation Coordinator Planning Agency	Ongoing
Provide opportunities for public comment at all Local Coordinating Board meetings.	Planning Agency	Quarterly
Encourage and utilize marketing assistance from the Florida Commission for the Transportation Disadvantaged and obtain resources to expand marketing efforts.	Community Transportation Coordinator Planning Agency	Ongoing
Target marketing efforts to individuals and groups for whom transportation services are available. Explain any limitations relating to the availability of services.	Community Transportation Coordinator Planning Agency	Ongoing
<b>Objective 5.2: Conduct at least one public hearing a year to allow individuals, agencies, organizations and others a formal opportunity to provide input on matters relating to local transportation services for the transportation disadvantaged.</b>		
Conduct a public hearing annually.	Local Coordinating Board	Annually



## Chapter II: Service Plan

### A. Operations

The operations element is a profile of the Levy County coordinated transportation system. This element is intended to provide basic information about the daily operations of Levy County Transit and its contracted transportation operators.

#### 1. Types, Hours and Days of Service

##### a. Hours and Days of Service

Transportation services provided by Levy County Transit are available from 6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

##### **Levy County Association of Retarded Citizens (Florida Agency for Persons with Disabilities)**

Weekdays (excluding holidays), door to door subscription service within Levy County to the Levy ARC facility in Otter Creek as coordinated through the Levy ARC and the Florida Department of Children and Families.

##### **Florida's Managed Medical Care Program (Florida Agency for Health Care Administration)**

Service is provided by Managed Medical Assistance Plans through a network of Transportation Management Organizations. Levy County Transit does not have contracts in place to provide service to Managed Medical Care Program clients.

##### **Suwannee River Economic Council (Florida Department of Elder Affairs)**

Weekdays (excluding holidays) subscription trips to meal sites as coordinated through coordination contractor. Currently two sites are served; Chiefland and Williston two days per week.

##### **Florida Commission for the Transportation Disadvantaged - Transportation Disadvantaged Program**

Weekdays (excluding holidays) door to door and curb to curb reservation and demand response trips for Transportation Disadvantaged Program eligible individuals to various destinations in and out of Levy County (ambulatory, wheelchair and stretcher).

Levy County Transit does not restrict the time for morning trips. However, Levy County Transit may request that no appointments be made after 3:00 p.m. in order to allow for multi-loading of passengers.

Levy County Transit does not provide medical assistance during transport or assistance with medical devices such as changing oxygen tanks. Persons requiring specialized medical assistance or emergency medical treatment must contact a local medical transportation provider or 911 for emergency medical service.

b. Holidays

Transportation services will not be provided on the following holidays.

Veteran's Day  
Thanksgiving  
Thanksgiving Holiday (day after Thanksgiving)  
Christmas Day  
Christmas Holiday (day after Christmas)  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Memorial Day  
Independence Day  
Labor Day  
Good Friday

c. Bariatric Transportation

Levy County Transit will transport all common wheelchairs. A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not be transported.

## 2. **Accessing Services**

a. Hours of Operation

**Office Hours:** Riders are encouraged to make arrangements for reservation for transportation services by calling the Levy County Transit office in Bronson between 6:00 a.m. and 6:00 p.m. Monday through Friday (excluding holidays). Individuals who use the TDD system can reach Levy County Transit through the Florida Relay Service at 1.800.955.8771.

**Hours of Operation:** Monday through Friday, 6:00 a.m. to 6:00 p.m. (excluding holidays).

Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.

b. Phone Number

352.486.3485.

c. Advance Notification Time

Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).



#### **d. Trip Cancellation Process**

Trips must be cancelled by calling the Levy County Transit office between 8:00 a.m. and 4:00 p.m. twenty four hours prior to the date of travel . Monday trip cancellations must be made by 4:00 p.m. the previous Friday. Callers may leave a message in the voice mail box for cancellations in the evenings and on weekends.

#### **e. No-Show Policies**

A passenger trip is considered a "no-show" when the driver arrives within the passenger's scheduled pickup window and the passenger is not prepared to travel, is not available or their trip was not cancelled twenty four hours in advance. If a passenger is a "no-show," for their initial pickup, all rides that day will be cancelled.

Passengers that are "no-shows" for their return trip must call when they are ready to be picked up. A "no-show" return trip will be rescheduled as a "stand by" trip. All attempts will be made to pick up "stand by" return trips within three hours of receiving the return trip request.

At the first no-show, passengers will be given a call and informed of the no-show policy. At the second no-show, the passenger will be given a verbal warning. At the third no-show, the passenger will be notified in writing that the service will be suspended for a 30-day period. The passenger will also be provided with a copy of the grievance procedures.

If a "no-show" rider can provide acceptable and verifiable evidence to Levy County Transit that their no-show was due to unforeseen and unavoidable circumstances, the "no show" trip will not be considered a no show.

#### **f. After Hours Service**

Calls to Levy County Transit office between 6:00 p.m. and 6:00 a.m. Monday - Friday, weekends and holidays are received by voice mail. Calls for urgent transportation are directed to the Levy County Emergency Medical Services office.

#### **g. Passenger Fares**

Levy County Transit charges the following passenger fares:

Transportation Disadvantaged Program - Over age 60 \$2.50 per trip, under age 60 \$3.00 per trip.

Florida Department of Transportation U.S.C. Section 5316/17 Program - \$1.00 per trip.

#### **h. Transportation Disadvantaged Program Eligibility**

The Levy County Transportation Disadvantaged Coordinating Board established an eligibility determination process for the provision for Transportation Disadvantaged Program sponsored trips. Applications for Transportation Disadvantaged Program eligibility must be requested from Levy County Transit. The eligibility process includes two-steps to substantiate an individual's eligibility.

**Step I:**

Determine if the applicant is unable to transport themselves, is not sponsored by any agency for their transportation or is unable to purchase transportation.

Determine if the applicant is unable to obtain transportation because they do not have an operational vehicle in the household; the ability to operate a vehicle; or the ability to find transportation from other sources.

If the applicant has a family member living in the applicant's household or nearby has a valid US drivers license and registered vehicle they are not eligible for Transportation Disadvantaged Program sponsored services unless they meet one of the three following exceptions:

- a. Applicant needs transportation to and from dialysis or oncology treatments.
- b. Applicant uses a mobility device and is unable to transfer out of the mobility device due to a health condition and does not have access to a lift-equipped vehicle.
- c. Applicant requires stretcher transport.

**Step II:**

Applicants meeting ALL of the above criteria must also satisfy at least ONE of the following:

- a. Be disabled as defined in the Americans with Disabilities Act of 1990.
- b. Be 60 years of age or older.
- c. Have a household income of less than 125% of the federal poverty guidelines as indicated below.

2015 Poverty Guidelines For The 48 Contiguous States  
And The District of Columbia

PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE	125% of the Family/Household Income \$
1	\$11,770	\$14,712
2	\$15,930	\$19,913
3	\$20,090	\$25,113
4	\$24,250	\$30,313
5	\$28,410	\$35,513
6	\$32,570	\$40,713
7	\$36,730	\$45,913
8	\$40,890	\$51,113

\* For families/households with more than 8 persons, add \$4,160 for each additional person.

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation

Medicaid beneficiaries who are **not** travelling to a Medicaid compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Levy County Transit

**APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES**

**The Transportation Disadvantaged Commission was created under Florida Statute 41-2 and allows funding for transportation disadvantaged individuals.**

**Disadvantaged individuals do not have access to private transportation, public transportation, or paratransit under another funding source and qualify with a minimum of (1) of the listed disability, age, income, or transportation accessibility. . Transportation provided under this funding source is limited to the Levy County Service Area. It provides public transportation in accessible vehicles to limited destinations and is based on availability of funds and requires a mandatory co-payment.**

**Application must be complete when submitted. Incomplete applications will cause delays in eligibility approval, and will be placed back in the mail for completion. If assistance is needed for completing the application, please call the office at 352-486-3485. Mail or deliver completed application to: Levy County Transit, 970 East Hathaway Avenue, Bronson, Florida 32621**

Name: \_\_\_\_\_  
Last First Middle

Physical Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

Mailing Address If Different: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ TDD: \_\_\_\_\_  
(If applicable)

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Emergency contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Directions to home: \_\_\_\_\_  
\_\_\_\_\_

**Do you or a member of your household have a valid driver's license?** ☐ Yes ☐ No

**Do you or a member of your household own a vehicle?** ☐ Yes ☐ No

**If you own a vehicle are you able to use it for medical and general purposes?** ☐ Yes ☐ No

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Levy County Transit

**Do you live in an ACLF, skilled nursing facility, retirement home, or boarding home that provides transportation?** ☐ Yes ☐ No

**Check below how have you traveled to your doctor's office, grocery store, etc., prior to now?**

- ☐ Automobile ☐ by bus ☐ by car ☐ with friend/family ☐ other transit system  
☐ Levy County Transit (diff funding) ☐ other- explain \_\_\_\_\_

**Do you currently require mobility aids? If so check the appropriate ones.**

- ☐ Manual Wheelchair ☐ Electric Wheelchair ☐ Electric Scooter  
☐ Service Animal ☐ Walker ☐ Cane ☐ Crutches ☐ Stretcher  
☐ other- please explain \_\_\_\_\_

**Are you receiving dialysis or oncology treatment outside of home?** ☐ Yes ☐ No

List days of the week: \_\_\_\_\_ Escort required? ☐ Yes ☐ No

Facility name and address \_\_\_\_\_

Physician Name: \_\_\_\_\_

Current appointment times: from \_\_\_\_\_ to \_\_\_\_\_, note that days and times may require adjusting to meet the demands and availability on the system to allow efficient scheduling.

**Can you travel without assistance?** ☐ Yes ☐ No

**Can you ambulate (walk) without assistance?** ☐ Yes ☐ No

**Can you recognize destinations or landmarks?** ☐ Yes ☐ No

**Can you provide an address or telephone number upon request?** ☐ Yes ☐ No

**Can you ask for, understand and follow directions without assistance?** ☐ Yes ☐ No

**Can you maneuver safely in crowded area and buildings with multiple floors?** ☐ Yes ☐ No

**Can you handle unexpected situations and changes in your routine?** ☐ Yes ☐ No

**Number of persons in household:** \_\_\_\_\_ **Total household income:** \_\_\_\_\_

**List all persons in household start with applicant:**

<u>Name</u>	<u>DOB</u>	<u>SS#</u>	<u>Income</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Levy County Transit

**PLEASE READ PRIOR TO COMPLETING THIS SECTION:**

*I understand by my signature below, that the purpose of this application is to determine if I am Eligible to travel under (TD) funding and may be asked further information. I certify that I have been truthful in answering all questions and that my answers may be verified, and I have enclosed proof of income for verification.*

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE READ PRIOR TO COMPLETING THIS SECTION:**

If applicant is able to sign their name and only required assistance completing the application, provide the following:

**PLEASE READ PRIOR TO COMPLETING THIS SECTION:**

\_\_\_\_\_  
Name Phone number Relationship to applicant

\_\_\_\_\_  
Signature

If applicant is unable to complete or sign application, you must complete the section below.  
If the applicant is not a minor child of yours, you must enclose evidence of your authority to sign for the applicant (Power of Attorney, Guardianship Papers, etc.)

\_\_\_\_\_  
Name Day Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Evening Phone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Address

Relationship to applicant: \_\_\_\_\_ How long: \_\_\_\_\_

I certify that, to best of my knowledge, the information given is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent or Legal Guardian of Applicant)

☐ I am the applicant's Legal Guardian and have enclosed the appropriate legal documentation.

**Please review application, make sure you have completed all necessary information to the best of your ability and signed the form.**

Levy County Transit has the right to refuse transport any time the driver, staff or dispatch deems it necessary for the safety of passengers, the general public, driver, or vehicle.

*All services are open to the general public.*

*The information obtained through this application process is confidential and is only used by Levy County Transit to determine eligibility for services.*

**For Office use only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for denial: \_\_\_\_\_ Date \_\_\_\_\_

Supervisors Initials \_\_\_\_\_ Trip Limitations: \_\_\_\_\_ Date Applicant notified: \_\_\_\_\_ # Children \_\_\_\_\_

Space type: \_\_\_\_\_ Escort: \_\_\_\_\_ PCA: \_\_\_\_\_ Other \_\_\_\_\_

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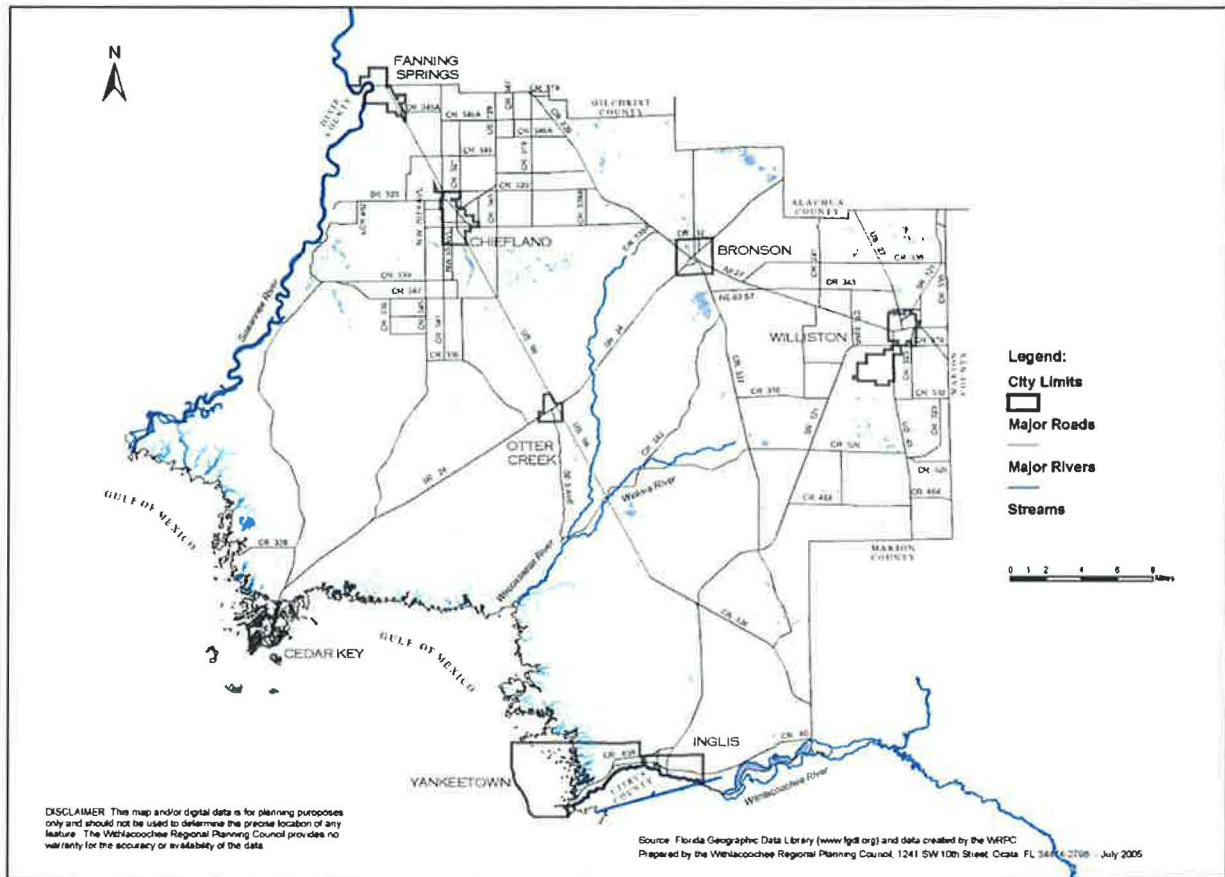
A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

## i. Transportation Disadvantaged Program Trip Priorities

In order to provide a consistent, cost effective and efficient operation, Levy County Transit has adopted the following Transportation Disadvantaged Program service policies:

- a) Levy County Transit's overall policy as a coordinator and transportation provider is to group trips to the maximum extent possible and to accommodate trip requests with the least expensive service available which meets the passenger's needs.
- b) Levy County Transit will regulate expenditures to ensure a consistent level of service.
- c) Transportation Disadvantaged Program sponsored trips will be prioritized in the following order as funding permits:
  - 1. Life sustaining medical (dialysis, cancer treatment)
  - 2. Medical
  - 3. Nutritional
  - 4. Work
  - 5. Education and/or training
  - 6. Shopping
  - 7. Social/Recreational
- d) Although Levy County Transit does not restrict the time for morning trips (this allows for multi-loading of passengers), Levy County Transit requests that no appointments are made after 2:00 p.m. Levy County Transit must be responsible for economical uses of its resources in accommodating transportation services to county residents.
- e) Inter-county trips are encouraged when required services are available within the County. When this is not the case, Levy County Transit encourages multi-passenger loads to the prioritized destinations out of County shown in Map 4 General Service Area. Historically, these prioritized out of county destinations are the ones most often requested and they generally offer a wide range of services. Therefore, unless approved otherwise by the sponsoring/purchasing agency or within the limits set out below for trips to out of County trips will be to the following prioritized destinations when equivalent service can be obtained at: 1) Gainesville, 2) Crystal River/Dunnellon, 3) Ocala. Levy County Transit may require a rider to justify why she/he should be transported to destinations not in the prioritized order or to a non-prioritized destination.
- f) All or any trip pickup locations must meet Americans with Disabilities Act (ADA) wheelchair ramp specifications (no more than 1" per 1 foot slope) in order for transportation services to be provided.

# MAP 4 LEVY COUNTY GENERAL SERVICE AREA





### **3. Transportation Operators And Coordination Contractors**

If needed during the July 1, 2015 to June 30, 2016 period, Levy County Transit will secure the services of an additional transportation operator(s) through: (1) negotiation or by contract, if possible, if the services are needed on very short notice, or (2) use of competitive selection process as recommended by the Levy County Transportation Disadvantaged Coordinating Board . Newspaper advertisements and mailings of notices to operators on a mailing list maintained by Levy County Transit will be used to notify operators of potential contracting opportunities. If a competitive selection process is used, the Operator Advisory Committee of the Local Coordinating Board, which makes recommendations to the Community Transportation Coordinator, will review operator submittals. The Local Coordinating Board will review and recommend approval or disapproval of transportation operator contracts.

Levy County Transit in cooperation with the Local Coordinating Board will review transportation operator contracts annually to determine whether their continuation is the most cost effective and efficient utilization possible.

Coordination contracts are appropriate for agencies/ organizations that receive transportation disadvantaged funds and are able to demonstrate it is more cost-effective and efficient from a total system perspective for them to provide some or all of their own transportation services. In negotiating each coordination contract, Levy County Transit will consider whether the contract will promote effective utilization of vehicles in the county's coordinated transportation system, comparative costs, the particular needs of the organization involved, and the intangible benefits of having the organization serve as a transportation provider.

All coordination contracts will be submitted to the Local Coordinating Board for review. In addition, Levy County Transit, in cooperation with the Local Coordinating Board will review coordination contracts annually to determine whether their continuation is the most cost-effective and efficient utilization possible.

### **4. Public Transit Utilization**

Not applicable. There is no fixed route, public transit system operating in Levy County.

### **5. School Bus Utilization**

There is currently no agreement between Levy County Transit and the Levy County School Board for the provision of transportation services within the coordinated transportation system using school buses. Barriers to the inclusion of the services in the system include among others, lack of air conditioning in school buses and differing safety requirements.

## **6. Vehicle Inventory**

Levy County Transit's vehicle inventory is shown as Exhibit D.

## **7. System Safety Program Plan Certification**

Levy County Transit's System Safety Program Plan Certification is shown as Exhibit E.

## **8. Inter-County Services**

Levy County Transit will continue coordinating transportation services between Levy and Alachua Counties. Levy County Transit will also continue efforts to identify opportunities for coordinating transportation services on a regional basis and pursue those opportunities as appropriate. Levy County Transit does not have any inter-county agreements with other Community Transportation Coordinators at this time.

## **9. Natural Disaster/Emergency Preparedness**

### **Coordinated Transportation System Emergency Procedures:**

If an emergency, accident, mechanical breakdown, or some other incident causing delay occurs during the provision of service, Levy County Transit requires that the driver involved notify his/her supervisor as soon as possible of the situation (by two-way radio or cellular telephone when possible). Levy County Transit or the operator will then make all reasonable attempts to notify affected riders, agencies, or organizations and provide or arrange for a backup vehicle, if appropriate. Levy County Transit's System Safety Program Plan includes detailed procedures for handling emergencies, accidents, mechanical breakdowns and other delays.

### **Levy County Emergency Support Function Plan:**

Levy County Transit is the primary agency responsible for transportation in Levy County's Emergency Support Function Plan. The Levy County Emergency Support Function Plan provides for the coordination of transportation support to state and local government entities, voluntary organizations and federal agencies requiring transportation capacity to perform disaster assistance missions following a catastrophic hurricane, significant natural disaster or other event. Levy County Transit's primary responsibilities in the event of an emergency include: 1) implement emergency related functions to include prioritization and allocation and /or tasking of all public sector transportation capacity; 2) coordinate the provisions of transportation capacity in support of disaster relief and recovery efforts; 3) act as team leader and point of contact for the Transportation Emergency Support Function (ESF 1) at the Emergency Operations Center (EOC); 4) direct ESF resources and personnel in support of assigned missions; 5) set up fuel supply priority for securing operation supplies during events; and 6) provide transportation as needed for special needs people.

## 10. Marketing

Community awareness of Levy County's coordinated transportation system and ridership are promoted through various education and marketing efforts. These efforts include: (1) producing literature (e.g., flyers and posters) and distributing it widely in doctors' offices, county public health clinics, nursing homes and assisted living facilities (ALFs), and at sites such as stores and post offices frequented by the public; 2) meeting with representatives from agencies and organizations which provide transportation services for county residents or work with individuals likely to need assistance with transportation; 3) making presentations before civic, social and other groups; 4) involving the local media (public service announcements, news releases and stories, and advertisements as funding permits); 5) having an information booth at the annual Peanut Festival in Williston and at the Levy County Health Fair; 6) requesting listings in the information pages of the local telephone book; and 7) painting or marking LCT's vans distinctively to attract attention.

## 11. Acceptable Alternatives

No transportation alternatives have been approved for use in Levy County under Section 427.016, Florida Statutes, and Rule 41-2.015, Florida Administrative Code.

## 12. Service Standards

The Community Transportation Coordinator and any transportation operator from whom service is purchased or arranged by the Community Transportation Coordinator shall adhere to Florida Commission for the Transportation Disadvantaged approved standards. These standards include:

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>RULE 41-2 FLORIDA ADMINISTRATIVE CODE</b>	<b>RULE REQUIREMENT</b>	<b>LOCAL POLICY</b>
<b>Drug and Alcohol Testing</b>  <b>41-2.006</b> <b>(4)(a)</b>	Drug and alcohol testing for safety-sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.	The Community Transportation Coordinator shall maintain and implement a drug and alcohol testing program for its safety-sensitive employees meeting the requirements of the following Federal Transit Administration regulations: 49 CFR Part 655, "Prevention of Prohibited Drug Use in Transit Operations," and 49 CFR Part 40, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs".

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>Transport of Escorts and Dependent Children</b>  <b>41-2.006</b> <b>(4)(b)</b>	<p>An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.</p>	<p>Passengers, who because of age or disability require an escort to ensure their well being, or the well being of others, shall be permitted to travel free of charge as space permits. Dependent children, defined here as children under eighteen (18) years of age, and dependent on their parents/guardian, shall be charged the regular fare for their trips and shall be accompanied by an escort and the escort shall be permitted to travel free of charge as space permits.</p>
<b>Child Restraint Devices</b>  <b>41-2.006</b> <b>(4) (c)</b>	<p>Use of child restraint devices shall be determined locally as to their responsibility and cost of such device in the local Service Plan.</p>	<p>The Community Transportation Coordinator shall comply with all state laws concerning the use of child restraint devices, particularly Section 316.613, F.S., Child Restraint Requirements, covering children five (5) years of age or younger. An appropriate child restraint device shall be provided by a child's caretaker and shall be responsible for securing the device in transit vehicle. The appropriate child restraint device can include a convertible seat in vehicles equipped with such seats.</p>
<b>Passenger Property</b>  <b>41-2.006</b> <b>(4)(d)</b>	<p>Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.</p>	<p>Passenger property is the sole responsibility of the passenger with the driver assisting and no thresholds will be crossed. The amount of passenger property allowed is subject to the following conditions due to limited space: (a) no more than two (2) plastic grocery bags or two (2) paper grocery bags per passenger, and (b) no more than one (1) laundry bag per passenger (plastic bag or enclosed in plastic bag).</p>

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>Vehicle Transfer Points</b>  <b>41-2.006 (4)(e)</b>	<p>Vehicle transfer points shall provide for the shelter, security, and safety of passengers.</p>	<p>Any vehicle transfer points utilized within the coordinated system shall be located at sites, such as a government building or senior center that can reasonably provide for the shelter, security and safety of passengers. Vehicle transfer points do not include sites where passengers transfer from vehicle to vehicle with no wait.</p>
<b>Local Toll Free Phone Number</b>  <b>41-2.006 (4)(f)</b>	<p>A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The local complaint process shall be outlined as a section in the local Service Plan including, advising the dissatisfied person about the Florida Commission for the Transportation Disadvantaged's Helpline as a step within the process as approved by the Local Coordinating Board.</p>	<p>A local phone number for use in reporting complaints or grievances shall be posted in all vehicles in a location visible to the passenger seating area. (All calls made within Levy County are local calls.)</p> <p>The Community Transportation Coordinator shall maintain a provision in its Complaint/Grievance Processes requiring that complainants be advised of the availability of the Florida Commission for the Transportation Disadvantaged Helpline.</p>
<b>Out-of- Service-Area Trips</b>  <b>41-2.006 (4)(g)</b>	<p>Out-of-service-area trips shall be provided when determined locally and approved by the Local Coordinating Board, except in instances where local ordinances prohibit such trips.</p>	<p>Out-of-service-area trips include all trips <b>outside</b> of Levy County, Gainesville and Ocala, and are limited to the Community Transportation Coordinator's general service area with medical trips having priority. Out-of-service-area trips are available subject to trip priorities, advance notification requirements/prior scheduling and any purchasing agency restrictions.</p>

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>Vehicle Cleanliness</b>  <b>41-2.006</b> <b>(4)(h)</b>	<p>The interior of all vehicles shall be free from dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.</p>	<p>The interiors of vehicles shall be cleaned as needed as transportation services are being provided and after each day's service to ensure they remain free of dirt, grime, oil or trash and free of damage such as torn upholstery or hazards such as broken seats that might cause discomfort or injury to a passenger. Also, the exteriors of vehicles shall be cleaned after each day's service.</p>
<b>Billing Requirements</b>  <b>41-2.006</b> <b>(4)(I)</b>	<p>All bills shall be paid within 7 working days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, FS.</p>	<p>Not applicable.</p>
<b>Passenger Trip Data Base</b>  <b>41-2.006</b> <b>(4)(j)</b>	<p>Passenger/trip data must be maintained by or accessible to the Community Transportation Coordinator on each rider being transported within the coordinated system.</p>	<p>The Community Transportation Coordinator shall maintain a computer data record on each passenger it provides or arranges transportation services for within the coordinated system including, at a minimum, the following information: name, address, phone number (if available), funding source eligibility, any special requirements and trip history. The computer data records shall be backed up with paper records held for a period of five (5) years.</p>



<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>Adequate Seating</b>  <b>41-2.006</b> <b>(4)(k)</b>	<p>Adequate seating for paratransit services shall be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate seating or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.</p>	<p>Adequate seating will be provided for each passenger and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time.</p>
<b>Driver Identification</b>  <b>41-2.006</b> <b>(4)(l)</b>	<p>Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with the specific passenger, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.</p>	<p>All drivers shall have photo identification and shall announce and identify themselves by name and agency in a manner conducive to effective communication, except in situations where the driver regularly transports the rider on a recurring basis.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<b>Passenger Assistance</b>  <b>41-2.006</b> <b>(4)(m)</b>	<p>The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or utilization of wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist a wheelchair up or down more than one step, unless it can be performed safely as determined by the passenger, guardian, and driver.</p>	<p>All drivers shall provide passengers with boarding assistance, if necessary or requested, to the seating portion of the vehicle. That assistance shall include opening the vehicle door, fastening safety belts or wheelchair securement devices, storage of mobility assistive devices, and closing the vehicle door. If necessary and the safety of other passengers will not be endangered, drivers shall open building doors for passengers. Assisted access must be in a dignified manner. Drivers may assist passengers in wheelchairs up or down one step/curb.</p>
<b>Smoking, Eating and Drinking</b>  <b>41-2.006</b> <b>(4)(n)</b>	<p>Smoking or any other form of tobacco use is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Service Plan.</p>	<p>Smoking or any other form of tobacco use is prohibited on all vehicles used within the coordinated system. Eating and drinking on vehicles are not permitted but exceptions are made for passengers who need to eat or drink during their trips for medical reasons.</p>

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<b>Passenger No-Shows</b>  <b>41-2.006</b> <b>(4)(o)</b>	<p>The Community Transportation Coordinator and Local Coordinating Board shall jointly develop a policy on passenger no-shows. Assessing fines to passengers for no-shows is acceptable but such policy and process shall be identified in the local Service Plan.</p>	<p>As indicated in Section II.2.4.c., passenger no-shows include the following: (1) scheduled trips that are not canceled prior to the earliest applicable pickup time, and (2) passengers who are not at their arranged pickup locations at their scheduled pickup times or are not ready to board the vehicle at their earliest applicable pickup times.</p> <p>At the <u>first no-show</u>, the rider will be given a call and informed of the no-show policy. At the <u>second no-show</u>, the rider will be given a verbal warning. At the <u>third no-show</u>, the client will be notified in writing that the rider will be suspended for a 30-day period and will be given a copy of the grievance procedures.</p> <p>The Community Transportation Coordinator shall provide written notice to the passenger and the purchasing agency, if applicable, prior to suspending a passenger's service. A suspension may be waived if there are extenuating circumstances or the passenger demonstrates the problems causing the no-shows have been resolved.</p>
<b>Two-Way Communications</b>  <b>41-2.006</b> <b>(4)(p)</b>	<p>All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall be equipped with two-way communications in good working order and be audible to the driver at all times to the base. All vehicles that are not equipped with two-way communications shall have two years to be in compliance after May 1, 1996.</p>	<p>All vehicles used to provide transportation services within the coordinated transportation system shall be equipped with working two-way communication devices that provide audible communications between the driver and base at all times.</p>

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b>Air Conditioning/ Heating in Vehicles</b>  <b>41-2.006 (4)(q)</b>	All vehicles ordered or put into service after adoption of this section of the rule, and providing service within the coordinated system, shall have working air conditioners and heaters. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible. All vehicles that are not equipped with an air conditioner and/or heater shall have two years to be in compliance after May 1, 1996.	All vehicles used to provide transportation services within the coordinated transportation system shall have working air conditioners and heaters. If an air conditioner or heater fails, the vehicle will be scheduled for repair or replacement as soon as possible.
<b>First Aid</b>  <b>41-2.006 (4)(r)</b>	First Aid policy shall be determined locally and provided in the local Service Plan.	All Community Transportation Coordinator employees are required to qualify in First Aid within six months of employment and remain qualified in First Aid thereafter.
<b>CPR</b>  <b>41-2.006 (4)(s)</b>	Cardiopulmonary Resuscitation policy shall be determined locally and provided in the local Service Plan.	All Community Transportation Coordinator employees are required to qualify in CPR within six months of employment and remain qualified in CPR thereafter.
<b><u>Driver Criminal Background Screening</u></b> <b>41-2.006(4)(t)</b>	<u>Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.</u>	<u>All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement. All drivers must also have a driving records check.</u>
<b><u>Fixed Route Transit Utilization</u></b> <b>41-2.006 (4)(u)</b>	<u>In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.</u>	Not applicable.

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b><u>Pick-Up Window</u></b> <b><u>Rule 41-2.006 (4)(v)</u></b>	<u>The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.</u>	<u>Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.</u>
<b><u>On-Time Performance</u></b> <b><u>41-2.006 (4) (w)</u></b>	<u>The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.</u>	<u>The Community Transportation Coordinator will have a 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.</u>
<b><u>Advance Reservation Requirement</u></b> <b><u>41-2.006 (4) (x)</u></b>	<u>The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.</u>	<u>Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).</u>

<b>FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS</b>		
<b><u>Safety</u></b> <b><u>41-2.006 (4) (y)</u></b>	<u>The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.</u>	<u>There shall be no more than 1 accident per 100,000 miles during the evaluation period.</u>
<b><u>Reliability</u></b> <b><u>41-2.006 (4) (z)</u></b>	<u>The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.</u>	<u>There shall be no more than 5 roadcalls during the evaluation period.</u>
<b><u>Call Hold Time</u></b> <b><u>41-2.006 (4) (aa)</u></b>	<u>This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.</u>	<u>This standard is not applicable to this service area.</u>



FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED STANDARDS		
<b><u>Quality of Service</u></b> <b><u>41-2.006 (4) (bb)</u></b>	<u>The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.</u>	<u>There shall be no more than one complaint per 1,000 trips during the evaluation period.</u>

### 13. Local Grievance Procedure/Process

The Transportation Disadvantaged Program Grievance Procedures are shown in Appendix A.

### 14. Passenger Code of Conduct

Riders and drivers are required to follow these rules of conduct to ensure everyone's safety:

- Smoking or any form of tobacco is not permitted on vehicles.
- Eating and/or drinking is not permitted on vehicles unless medically necessary.
- Passengers and drivers under the influence of alcohol or illegal drugs will not be tolerated.
- Abusive, threatening, and/or obscene language or similar actions are not permitted.
- Passengers are responsible for exact cash fare or fare ticket change will be provided.
- Operating or tampering with equipment while on board vehicles is prohibited.
- Passengers may use personal listening devices with headphones only.
- Any behavior that is disruptive to the driver or other passengers will not be tolerated.
- Passengers are not permitted to ask drivers for special treatment or make extra stops during transport.
- Passengers are not permitted to exit the vehicle during transport until they have reached their scheduled destination.

### 15. Community Transportation Coordinator Monitoring Procedures of Subcontractors

Not applicable.

## **B. Cost/Revenue Allocation and Rate Structure Justification**

See Appendix B.

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## Chapter III: Quality Assurance

This section contains the steps the local Coordinating Board will take to monitor and evaluate the services provided by or coordinated through the Community Transportation Coordinator, based on the Florida Commission for the Transportation Disadvantaged standards and the locally established service standards.

### A. Community Transportation Coordinator Evaluation Process

The Levy County Transportation Disadvantaged Coordinating Board monitors Levy County Transit's performance as the Community Transportation Coordinator for Levy County on an ongoing basis through various means including, among others, receiving a report from Levy County Transit at each of its meetings and using or consulting with individuals who use the services available through Levy County's coordinated transportation system. The Local Coordinating Board's annual evaluation of Levy County Transit will include, at a minimum:

- Completed cost, competition and availability modules from the Florida Commission for the Transportation Disadvantaged's *Evaluation Workbook for Community Transportation Coordinators and Providers in Florida (Revised January 2010)*.
- An assessment of compliance with the Service Standards.
- An assessment of progress made in implementing the strategies and achieving the associated goals and objectives.
- Findings and recommendations, including a recommendation regarding retention of Levy County Transit as the Community Transportation Coordinator for Levy County.

The Local Coordinating Board's annual evaluation of Levy County Transit may also include a survey and other components as agreed upon by Levy County Transit, Planning Agency staff, the Local Coordinating Board and its Evaluation Committee.

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## **Appendix A: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures**



# Transportation Disadvantaged Grievance Procedures

August 20, 2015

Levy County  
Transportation Disadvantaged Coordinating Board



# Transportation Disadvantaged Grievance Procedures

Approved by the  
Levy County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**John Meeks, Chair**



with Assistance from  
North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

August 20, 2015

Levy County Transportation Disadvantaged Coordinating Board  
Grievance Procedures

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## **Chapter I: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures**

### **A. Preamble**

The following sets forth the procedures for the Levy 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 Levy County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council 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.

**Levy County Transportation Disadvantaged Coordinating Board**  
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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.

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- (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 Chair, subject to approval by the Board, shall appoint three (3) 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 may 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. 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.



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**Grievance Procedures**

- (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 recuse 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 North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council 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.

**Levy County Transportation Disadvantaged Coordinating Board**  
**Grievance Procedures**

- (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) The Community Transportation Coordinator also has a process for addressing service complaints and grievances. Service complaints shall be submitted to the Community Transportation Coordinator for resolution prior to being brought to the Board's Grievance Committee.
- (4) 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:  
  
Levy County Transportation Disadvantaged Coordinating Board  
Grievance Committee  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603
- (5) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (6) 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 North Central Florida Regional Planning Council staff.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (11) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

**Levy County Transportation Disadvantaged Coordinating Board**  
**Grievance Procedures**

- (12) North Central Florida Regional Planning Council 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.
- (13) 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.
- (14) Any party may request a follow-up meeting of the Grievance Committee if one is needed to ensure a fair and complete hearing of a grievance. If a follow-up meeting is requested, it shall be scheduled before the meeting is adjourned. Follow-up meetings will be noticed in the same manner as regular Grievance Committee meetings.
- (15) 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.
- (16) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.
- (17) Utilization of the Board's Grievance Procedures does not preclude individuals from utilizing other processes and forums to pursue their grievances as appropriate.

## **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:

Levy 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



**Levy County Transportation Disadvantaged Coordinating Board**  
**Grievance Procedures**

- (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 North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person 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 recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. 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 person requesting the hearing.

**Levy County Transportation Disadvantaged Coordinating Board**  
**Grievance Procedures**

## **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 Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 20th day of August 2015.

t:\ynn\griev\procedures\2015\levy grievance procedures\ydsp.docx

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## Levy County Transportation Disadvantaged Coordinating Board

### *Grievance Procedures Team*

Scott R. Koons, AICP, Executive Director

- \* Marlie Sanderson, AICP, Director of Transportation Planning
- \*\* Lynn Franson-Godfrey, AICP, Senior Planner

- \* Primary Responsibility
- \*\* Secondary Responsibility





Use the QR Reader App  
on your smart phone to  
visit our website!

Levy County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place, Gainesville, FL 32653-1603

[www.ncfrpc.org/td](http://www.ncfrpc.org/td)

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## Appendix B: Cost/Revenue Allocation and Rate Structure Justification

**COMMUNITY TRANSPORTATION COORDINATOR:** Levy County Transit

**COUNTY:** Levy

**CONTRACT PERIOD:** July 1, 2015 - June 30, 2016

PROGRAM/SERVICE TYPE	COST PER MILE
Transportation Disadvantaged Program/Ambulatory	\$1.67/passenger mile
Transportation Disadvantaged Program /Wheelchair	\$2.86/passenger mile
Transportation Disadvantaged Program/Stretcher	\$5.96/passenger mile
Suwannee River Economic Council	\$17.57/passenger trip
5316/5317 Program	\$33.04/passenger trip
Levy ARC/Medwaiver Program	\$30.56/passenger trip 11.75/passenger (group trip) \$26.59/passenger (group wheelchair trip)

## Preliminary Information Worksheet

Version 1.4

**CTC Name:** Levy County Board of County  
Commission/Levy County Transit  
**County (Service Area):** Commission/Levy County Transit  
**Contact Person:** Connie Conley  
**Phone #** 352-486-3485

### Check Applicable Characteristic:

#### ORGANIZATIONAL TYPE:

- ☒ Governmental
- ☐ Private Non-Profit
- ☐ Private For Profit

#### NETWORK TYPE:

- ☐ Fully Brokered
- ☐ Partially Brokered
- ☒ Sole Source

*Once completed, proceed to the Worksheet entitled  
"Comprehensive Budget"*



**Levy County**  
**Transportation Disadvantaged Service Plan**

**Comprehensive Budget Worksheet**

Version 1.4

CTC: Levy County Board of County Commission/Levy County Transit  
County: Levy County Board of County Commission/Levy County Transit

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2013 to Sept 30th of 2014	Current Year's APPROVED Budget, as amended from Oct 1st of 2014 to Sept 30th of 2015	Upcoming Year's PROPOSED Budget from Oct 1st of 2015 to Sept 30th of 2016	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

**REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)**

**Local Non Govt**

Farebox	\$ 38,953	\$ 39,000	\$ 39,000	0.1%	0.0%	
Medicaid Co-Pay Received						
Donations/Contributions						
In-Kind, Contributed Services						
Other	\$ 65,708	\$ 65,000	\$ 65,000	-2.6%	0.0%	
<b>Bus Pass Program Revenue</b>						

**Local Government**

District School Board						Other CASH: Cash balance forward/Restricted
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash	\$ 69,780	\$ 300,997	\$ 32,889	350.7%	-99.2%	
Other In-Kind, Contributed Services						
<b>Bus Pass Program Revenue</b>						

**CTD**

Non-Spons. Trip Program	\$ 362,293	\$ 364,754	\$ 364,754	0.7%	0.0%	
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 63,596	\$ 74,490	\$ 70,690	17.1%	-5.0%	
Other TD (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**USDOT & FDOT**

49 USC 5307						
49 USC 5310	\$ 61,147	\$ 30,382	\$ -	-50.3%	-100.0%	5310: Did not apply. 5311: Is used for operating expenditures. Other DOT Applied for 5310 grant.
49 USC 5311 (Operating)	\$ 103,633	\$ 142,763	\$ 175,000	37.8%	22.6%	
49 USC 5311(Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)			\$ 85,000			
<b>Bus Pass Program Revenue</b>						

**AHCA**

Medicaid	\$ 468,074	\$ 60,000	\$ 60,000	-87.2%	0.0%	
Other AHCA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**DCF**

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.						
Other DCF (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**DOH**

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**DOE (state)**

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**AWI**

WAGES/Workforce Board						
Other AWI (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**DOEA**

Older Americans Act	\$ 4,120	\$ 5,000	\$ 10,000	21.1%	100.0%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						

**DCA**



**Comprehensive Budget Worksheet**

Version 1.4

CTC: Levy County Board of County Commission/Levy County Transit  
County: Levy County Board of County Commission/Levy County Transit

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2013 to Sept 30th of 2014	Current Year's APPROVED Budget, as amended from Oct 1st of 2014 to Sept 30th of 2015	Upcoming Year's PROPOSED Budget from Oct 1st of 2015 to Sept 30th of 2016	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

**APD**

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)	\$ 107,201	\$ 110,000	\$ 102,000	2.6%	-9.1%	
Bus Pass Program Revenue						

**DJJ**

(specify in explanation)						
Bus Pass Program Revenue						

**Other Fed or State**

	\$ 5316	\$ 143,456	\$ 157,595	\$ 78,047	10.1%	-50.0%
	\$ 5317	\$ 112,245	\$ 162,422	\$ 64,219	50.0%	-50.0%
Bus Pass Program Revenue						

**Other Revenues**

Interest Earnings						
	\$ 982	\$ 500	\$ 500	-49.1%	0.0%	
Bus Pass Program Revenue						

**Balancing Revenue to Prevent Deficit**

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By =

	None	None				
Total Revenue =	\$1,609,368	\$1,619,174	\$1,165,000	-5.0%	-23.3%	

**EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)**

<b>Operating Expenditures</b>						
Labor	\$ 578,166	\$ 458,160	\$ 400,000	-20.8%	-12.7%	
Fringe Benefits	\$ 283,604	\$ 262,618	\$ 180,000	-7.8%	-27.7%	
Services	\$ 90,945	\$ 105,900	\$ 80,000	16.4%	-15.0%	
Materials and Supplies	\$ 452,480	\$ 413,054	\$ 450,000	-8.7%	-3.2%	
Utilities	\$ 8,533	\$ 11,000	\$ 11,000	28.9%	0.0%	
Casualty and Liability						
Taxes						
<b>Purchased Transportation:</b>						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous	\$ 16,325	\$ 24,000	\$ 24,000	47.0%	0.0%	
Operating Debt Service - Principal & Interest						
Leases and Rentals						
Contrib. to Capital Equip. Replacement Fund						
In-Kind Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect						
<b>Capital Expenditures</b>						
Equip. Purchases with Grant Funds	\$ 146,066	\$ 299,470		43.4%	-100.0%	
Equip. Purchases with Local Revenue	\$ 22,059	\$ 34,952	\$ 50,000	53.0%	42.9%	
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
Total Expenditures =	\$1,599,268	\$1,619,174	\$1,165,000	-5.0%	-23.3%	

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

**Budgeted Rate Base Worksheet**

Version 1.4

CTC: Levy County Board of County Commission/Levy County Transit  
County: Levy County Board of County Commission/Levy County Transit

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3  
2. Complete applicable **GOLD** cells in column and 5

Upcoming Year's BUDGETED Revenues  from Oct 1st of 2018 to Sept 30th of 2018	1	2	3	4	5
---	---	---	---	---	---

**REVENUES (CTC/Operators ONLY)**

**Local Non-Govt**

Farebox	\$ 39,000
Medicaid Co Pay Received	\$ -
Donations/Contributions	\$ -
In Kind, Contributed Services	\$ -
Other	\$ 65,000
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**Local Government**

District School Board	\$ -
County ADA Services	\$ -
County Cash	\$ -
County In Kind, Contributed Services	\$ -
City Cash	\$ -
City In Kind, Contributed Services	\$ -
Other Cash	\$ 32,589
Other In Kind, Contributed Services	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**CTD**

Non-Sponsored Trip Program	\$ 364,754
Non-Sponsored Capital Equipment	\$ -
Rural Capital Equipment	\$ 70,000
Other TD	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**USDOT & FOOT**

49 USC 5307	\$ -
49 USC 5310	\$ -
49 USC 5311 (Operating)	\$ 175,000
49 USC 5311 (Capital)	\$ -
Block Grant	\$ -
Service Development	\$ -
Continuum Assistance	\$ -
Other DOT	\$ 85,000
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**AHCA**

Medicaid	\$ 80,000
Other AHCA	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**DCF**

Alcohol, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Disabling & Adult Serv.	\$ -
Other DCF	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**DOH**

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**DOE (state)**

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ -
Day Care Programs	\$ -
Other DOE	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**AWI**

WAGES/Workforce Board	\$ -
AWI	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**DOEA**

Older Americans Act	\$ 10,000
Community Care for Elderly	\$ -
Other DOEA	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

**DCA**

Community Services	\$ -
Other DCA	\$ -
<b>Bus Pass Program Revenue</b>	<b>\$ -</b>

What amount of the  
Budgeted Revenue  
in col. 2 will be  
generated at the  
rate per unit  
determined by this  
spreadsheet, OR  
used as local match  
for these type  
revenues?

Budgeted Rate  
Subsidy Reported  
Excluded from  
the Rate Base

What amount of the  
Subsidy Revenue in  
col. 4 will come  
from funds to  
purchase  
equipment, OR will  
be used as match  
for the purchase of  
equipment?

**YELLOW cells**  
are **NEVER** Generated by Applying Authorized Rates

**BLUE cells**  
Should be funds generated by rates in this spreadsheet

**GREEN cells**  
**MAY BE** Revenue Generated by Applying  
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

**GOLD cells**

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.



**Levy County**  
**Transportation Disadvantaged Service Plan**

**Budgeted Rate Base Worksheet**

Version 1.4

CTC: Levy County Board of County Commission/Levy County Transit

County: Levy County Board of County Commission/Levy County Transit

- 1 Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3  
2 Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues	What amount of the <u>Budgeted Revenue</u> in col 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate <u>Subsidy Revenue</u> EXCLUDED from the Rate Base	What amount of the <u>Subsidy Revenue</u> in col 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
	from Oct 1st of 2015 to Sept 30th of 2016			
	1	2	3	5
<b>APD</b>				
Office of Disability Determination	\$ -		\$ -	
Developmental Services	\$ -		\$ -	
Other APD	\$ 100,000		\$ 100,000	
Bus Pass Program Revenue	\$ -		\$ -	
<b>DJJ</b>				
DJJ	\$ -		\$ -	
Bus Pass Program Revenue	\$ -		\$ -	
Other Fed or State				
	5316 \$ 78,947		\$ 78,947	
	5317 \$ 84,210		\$ 84,210	
xxx	\$ -		\$ -	
Bus Pass Program Revenue	\$ -		\$ -	
<b>Other Revenues</b>				
Interest Earnings	\$ -		\$ -	
xxxx	\$ 500		\$ 500	
xxxx	\$ -		\$ -	
Bus Pass Program Revenue	\$ -		\$ -	
Balancing Revenue to Prevent Deficit				
Actual or Planned Use of Cash Reserve	\$ -		\$ -	
<b>Total Revenue =</b>	<b>\$ 1,165,000</b>		<b>\$ 834,500</b>	<b>\$ 330,500</b>

<b>EXPENDITURES (CTC/Operators ONLY)</b>	
<b>Operating Expenditures</b>	
Labor	\$ 400,000
Fringe Benefits	\$ 160,000
Services	\$ 90,000
Materials and Supplies	\$ 400,000
Utilities	\$ 11,000
Casualty and Liability	\$ -
Taxes	\$ -
Purchased Transportation	
Purchased Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ -
Other	\$ -
Miscellaneous	\$ 24,000
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ -
Contrib to Capital Equip. Replacement Fund	\$ -
In Kind, Contributed Services	\$ -
Allocated Indirect	\$ -
<b>Capital Expenditures</b>	
Equip. Purchases with Grant Funds	\$ -
Equip. Purchases with Local Revenue	\$ 50,000
Equip. Purchases with Rate Generated Rev	\$ -
Capital Debt Service - Principal & Interest	\$ -
	\$ -
<b>Total Expenditures =</b>	<b>\$ 1,166,000</b>
minus EXCLUDED Subsidy Revenue =	\$ 330,500
<b>Budgeted Total Expenditures INCLUDED in</b>	
<b>Rate Base =</b>	<b>\$ 834,500</b>
Rate Base Adjustment <sup>1</sup> =	
<b>Adjusted Expenditures Included In Rate</b>	
<b>Base =</b>	<b>\$ 834,500</b>

\$ 127,194

Amount of  
Budgeted  
Operating Rate  
Subsidy Revenue

**<sup>1</sup>Rate Base Adjustment Cell**

If necessary and justified, this cell is where you could optionally adjust proposed service rates up or down to adjust for program revenue (or unapproved profit), or losses from the Actual period shown at the bottom of the Comprehensive Budget Sheet. This is not the only acceptable location or method of reconciling for excess gains or losses. If allowed by the respective funding sources, excess gains may also be adjusted by providing system subsidy revenue or by the purchase of additional trips in a period following the Actual period. If such an adjustment has been made, provide notation in the respective explanation area of the Comprehensive Budget tab.

<sup>1</sup> The Difference between Expenses and Revenues for Fiscal Year.

2013 - 2014

### Worksheet for Program-wide Rates

CTC: Levy County Board Version 1.4  
 County: Levy County Board of County Commission/Levy County Tr

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (GREEN cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES	
Total <u>Projected</u> Passenger Miles =	627,070
<b>Rate Per Passenger Mile = \$</b>	<b>1.33</b>
Total <u>Projected</u> Passenger Trips =	35,570
<b>Rate Per Passenger Trip = \$</b>	<b>23.46</b>

Fiscal Year

2015 - 2016

Avg. Passenger Trip Length =	17.6 Miles
------------------------------	------------

#### Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate Per Passenger Mile = \$	1.86
Rate Per Passenger Trip = \$	32.75

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

#### Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

#### Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

#### Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

## Worksheet for Multiple Service Rates

CTC: Levy County Board of County Commissioners

County: Levy County Board of County Commissioners/Levy County Transit

1. Answer the questions by completing the GREEN cells starting in Section I for all services

2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

## SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No
Go to Section II for Ambulatory Service	Go to Section II for Wheelchair Service	Go to Section II for Stretcher Service	STOP! Do NOT Complete Sections II - V for Group Service

## SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No
Skip # 2, 3 & 4 and Go to Section III for Ambulatory Service	Skip # 2, 3 & 4 and Go to Section III for Wheelchair Service	Skip # 2, 3 & 4 and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?...

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service?  
How many of the total projected Passenger Miles relate to the contracted service?  
How many of the total projected passenger trips relate to the contracted service?

Ambulatory	Wheelchair	Stretcher	Group
Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:

per Passenger Mile =  
per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
Go to Section III for Ambulatory Service	Go to Section III for Wheelchair Service	Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above)  
Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service



**Worksheet for Multiple Service Rates**

CTC: Levy County Bo Version 1.4  
County: Levy County Board of County Commissioners/Levy County Transit

1. Answer the questions by completing the GREEN cells starting in Section I for all services  
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

---

**SECTION III: Escort Service**

1. Do you want to charge all escorts a fee? ☐ Yes ☒ No  
 Step #2 - 4 and Section IV and Go to Section V

2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR per passenger mile? ☒ Pass Trip ☐ Pass Mile **Leave Blank**

3. If you answered Yes to #1 and completed #2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?  **Leave Blank**

4. How much will you charge each escort? \$  **Leave Blank**

---

**SECTION IV: Group Service Loading**

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank)  **Do NOT Complete Section IV**

And what is the projected total number of Group Vehicle Revenue Miles?  **Loading Rate 0.00 to 1.00**

---

**SECTION V: Rate Calculations for Multiple Services:**

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically  
 \* Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above  
 \* Be sure to leave the service **BLANK** if you answered NO in Section I or YES to question #2 in Section II

		RATES FOR FY. 2015 - 2016			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	627,070	576,767	50,126	177	0
Rate per Passenger Mile =		\$1.26	\$2.16	\$4.49	\$0.00
					per passenger per group
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	35,570	32,728	2,832	10	0
Rate per Passenger Trip =		\$22.18	\$38.03	\$79.23	\$0.00
					per passenger per group
2. If you answered #1 above and want a COMBINED Rate per Trip PLUS a per Mile add-on for 1 or more services,					
INPUT the Desired Rate per Trip (but must be less than per trip rate above) = <input type="text"/>					
Rate per Passenger Mile for Balance =		\$1.26	\$2.16	\$4.49	\$0.00
					per passenger per group

		Rates if No Revenue Funds Were Identified As Subsidy Funds			
		Ambul	Wheel Chair	Stretcher	Group
Rate per Passenger Mile =		\$1.76	\$3.01	\$5.27	\$0.00
					per passenger per group
Rate per Passenger Trip =		\$30.97	\$53.09	\$110.60	\$0.00
					per passenger per group

Program: Transit Rates and New Disadvantaged Service Plan

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# Appendix C: Vehicle Inventory

## VEHICLE INVENTORY

Agency: Levy County Transit

Date of Inventory: 4/1/2015

Agency Veh #	Year	Make	Model	Vehicle Type*	VIN #	Current mileage	Needs FDOT#	FDOT #	Title on Hand	Title Req Sent	Title #	Lift Type	Seats + W/C Pos	Average Miles/yr	Projected Retirement	Funded by (specific program)	Comments
LCT 1	2013	Chev	4500	D	1G86G58GXD1170903	105251	N	N/A	N	N	112209265	Braun	12 / 2 wc	55000	2017	RCAP	Length 23'
LCT 2	2014	Chevy	E450	D	1FDFE4FS1DDA92970	97167	Y	91220	N	N	113116792	Braun	12st/4wc	55000	2018	5310	Length 23'
LCT 3	2014	Ford	E450	D	1FDFE4FS2EDA83583	66567	N	N/A	N	N	115596382	Braun	12st/3wc	55000	2018	RCAP	Length 23'
LCT 4	2014	Ford	E450	D	1FDFE4FS4EDB10055	62438	Y		N	N		Braun	12st/4wc	55000	2018	5317	Length 23'
LCT 5	2015	Ford	Turt	D	1FDXE4FS4EDB00758	23908	Y		N	N	118348995	Braun	14St/2wc	55000	2019	5310	Length 24'
LCT 6	2015	Ford	Turt	D	1FDWE3FL6FDA28090	9990	N	N/A	N	N		Braun	10/2wc	55000	2019	RCAP	Length 23'
LCT 15	2006	Ford	F350	D	1FDWE3SS25HA24070	384552	Y	90226	Y	Y	94940930	Ricon	8sts/2wc	55000	2009	5310	Length 22'
LCT 21	2006	Ford	E250	F	1FBNE31LX6DB28964	49464	N	XXXX	N	N	96833282	N/A	STR ONLY	1200	2009	TD	Length 20'
LCT 22	2006	Chev	C3500	D	1GBJG31U361264615	365532	N	XXXX	Y	Y	97187971	Ricon	8sts/2wc	55000	2011	RCAP	Length 22'
LCT 25	2008	Chev	Upland	E	1GBDV13W88D211562	97600	N	XXXX	Y	Y	101705102	RAMP	5sts/1wc	33000	2012	FTA	N/A
LCT 26	2009	Chev	C3500	D	1GBJG31K481232919	262826	Y	90255	N	N	102274239	Ricon	8sts/2wc	55000	2011	5310	Length 22'
LCT 27	2009	Chev	C3500	D	1GBJG31K091130969	295451	Y	9119	N	N	102490347	Ricon	8sts/2wc	55000	2011	5316	Length 22'
LCT 28	2009	Chev	C3500	D	1GBJG31K491102902	272195	Y	9185	N	N	104469699	Braun	14st/4wc	55000	2011	5316	Length 22'
LCT 29	2010	Ford	E450	D	1FDXE4FL9ADA82423	247526	Y	90274	N	N	104906251	Braun	12st/2wc	55000	2011	5310	Length 22'
LCT 31	2010	Dodge	GC	E	2D4RN4DEXAR498479	33388	N	XXXX	Y	Y	107029213	RAMP	4sts/1wc	30000	2011	5309	N/A
LCT32	2011	Chev	3500	D	1GBJG31K991104071	187003	N	XXXX	N	N	107818152	Braun	12st/4wc	55000	2011	RCAP	Length 23'
LCT 102	2006	Chev	C5500	C	1GBE5V1226F417974	279003	N	XXXX	Y	Y	95728950	Ricon	20st/3wc	45000	2011	FTA	Length 29'
LCT 103	2006	Chev	C5500	C	1GBE5V1216F417495	259855	N	XXXX	Y	Y	95728812	Ricon	20st/3wc	45000	2011	FTA	Length 29'
LCT 104	2007	Chev	C4500	C	1GBE4V12X7F404619	218533	N	XXXX	Y	Y	97583272	Ricon	16st/2wc	45000	2011	FTA	Length 29'
LCT 105	2007	Chev	C4500	C	1GBE5V1977F425650	182600	N	XXXX	Y	Y	99597366	Ricon	22st/2wc	45000	2011	FTA	Length 29'
LCT 106	2010	Chev	C4500	C	1GBE4V1G99F413097	175645	Y	80235	N	N	103996617	Braun	16st/2wc	45000	2011	ARRA	Length 26'
LCT 107	2010	Chev	C4500	C	1GBE4V1G89F413057	124587	Y	80238	N	N	103996497	N/A	24st/0wc	45000	2017	ARRA	Length 26'
LCT 108	2010	Chev	C4500	C	1GBE4V1GX9F413111	185997	Y	80237	N	N	103996569	Braun	16st/2wc	45000	2017	ARRA	Length 26'
LCT 109	2010	Chev	C4500	C	1GBE4V1G99F413083	135594	Y	80236	N	N	103996492	Braun	16st/2wc	45000	2017	ARRA	Length 26'
LCT 179	2006	Ford	F250	G	1FTSX20536EB20768	111975	Y	90223	N	Y	94555149	NA	NA	NA	2009	5310	N/A

\* Refer to the following vehicle type definitions for identifying vehicle type -

Type A, Transit Buses Heavy Duty: Heavy Duty Buses, approximately 30-40 feet, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a minimum useful life of twelve (12) years, and/or 500,000 miles.

Type B, Transit Bus Medium Duty: Transit Buses, approximately 30-40 feet in length, manufactured as Fixed Route Transit Equipment, using diesel (or alternative fuel) engines, and are considered to have a minimum useful life of

Type C, Transit Bus: May be purpose built which are assembled using add-on bodies installed by a manufacturer other than the original equipment chassis supplier. These vehicles are usually under thirty (30') feet in length. These units shall be classified as having a minimum useful life of seven (7) years, and/or 200,000 miles.

Type D, Transit Bus: Assembled using add-on bodies installed by manufacturers other than the original equipment chassis supplier and usually under twenty-eight (28') feet in length. These units shall be classified as having a minimum useful life five (5) years, and/or 150,000 miles.

Type E, Transit Bus (Modified Mini Vans): Vehicles with modified original equipment by manufacturers of the body and chassis which may include the installation and use of manual ramps for accessibility. They shall be classified as having a minimum useful life of four (4) years, and/or 100,000 miles.

years

and/or 100,000 miles.

Type G, Service Trucks: (up to 1/2 ton capacity) shall be classified as having a minimum useful life of five (5) years and/or 150,000 miles.

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## Appendix D: Safety Compliance Self Certification



### Bus Transit System Annual Safety and Security Certification

*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2015

Certification Year: (Previous): 2014

Name and Address of Bus Transit System: Levy County Board of County Commissioners/Levy County Transit

*The Bus Transit System (Agency) named above hereby certifies the following:*

- 1. The Agency has adopted a System Safety Program Plan (SSPP) and a Security Program Plan (SPP) pursuant to the standards set forth in Rule Chapter 14-90, Florida Administrative Code.*
- 2. The Agency is in compliance with its adopted SSPP and SPP.*
- 3. The Agency has performed annual safety inspections on all operational vehicles in accordance with Rule Chapter 14-90, Florida Administrative Code.*
- 4. The Agency has conducted reviews of SSPP and SPP and the plans are up to date.*

Blue Ink Signature: \_\_\_\_\_

(Individual Responsible for Assurance of Compliance)

Date: 01-12-2015

Name: Connie Conley

Title: Director

Name and address of entity(ies) which has (have) performed bus safety inspections and security assessments:

Name: Levy County Road Department

Address: P.O Box 336, 660 N Hathaway Ave., Bronson, FL 32621

Name of Qualified Mechanic who Performed Annual Inspections: Bruce Haney

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# North Central Florida Regional Planning Council

## *Transportation Disadvantaged Service Plan Team*

Scott R. Koons, AICP, Executive Director

\* Marlie Sanderson, AICP, Director of Transportation Planning

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility



Use the QR Reader App  
on your smart phone to  
visit our website!

**Levy County  
Transportation Disadvantaged Coordinating Board**

2009 NW 67th Place, Gainesville, FL 32653-1603

[www.ncfrpc.org/td](http://www.ncfrpc.org/td)



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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

August 13, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Levy 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\td2015\levy\memos\bylaws.docx





# Bylaws

August 20, 2015

## Levy County Transportation Disadvantaged Coordinating Board







# Bylaws

Approved by the  
**Levy County**  
**Transportation Disadvantaged Coordinating Board**

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

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**John Meeks, Chair**

with Assistance from  
North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200



August 20, 2015

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# Chapter I: Levy County Transportation Disadvantaged Coordinating Board Bylaws

## A. Preamble

The following sets forth the bylaws which shall serve to guide the proper functioning of the Levy 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 governing the coordination of transportation services provided to the transportation disadvantaged.

## B. Agency Description

The Levy County Transportation Disadvantaged Coordinating Board is a public body appointed by the North Central Florida Regional Planning Council 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 Levy County Transportation Disadvantaged Coordinating Board, hereinafter referred to as the Board.
- (2) According to Rule 41-2.012, Florida Administrative Code, the purpose of the Board is to identify local service needs and to provide information, advice and direction to the Community Transportation Coordinator on the coordination of services to be provided to the transportation disadvantaged population within the designated service area through the Florida Coordinated Transportation System. ~~The Florida Coordinated Transportation System is defined in Rule 41-2.002(14) Florida Administrative Code to mean as a transportation system responsible for coordination and service provision for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.~~ In general, the Board is considered an advisory body (Section 427.0157, Florida Statutes).



## E. Membership

~~(1) **Section 1- Appointment of Board Members.** In accordance with Section 427.0157, Florida Statutes and Rule 41-2.012, Florida Administrative Code, members of the Board shall be appointed by the Designated Official Planning Agency for the Levy County Transportation Disadvantaged Program. The Designated Official Planning Agency for Levy County Board of County Commissioners. The Levy County Board of County Commissioners contracts with the Withlacoochee Regional Planning Council for staff support of the transportation disadvantaged program.~~ 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 Levy County is the North Central Florida Regional Planning Council.

In accordance with Rule 41-2.012(3), Florida Administrative Code, ~~in addition to the Chair who shall be an elected official from the county the Coordinating Board serves,~~ the following agencies and groups shall be represented on the Coordinating Board as voting members.

- (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 Chair 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 North Central Florida Regional Planning Council 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 and state agency representatives, 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 North Central Florida Regional Planning Council. There are no limits to the number of terms served by any member of the Board. ~~Individuals can be reappointed to serve an additional term or terms.~~
- 4) Termination of Membership. Any member of the Board may resign at any time ~~by providing notice in writing to the Chair. Unless otherwise specified in the notice, the resignation shall take effect when it is received by the Chair.~~ 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. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any member who fails to attend three (3) consecutive meetings. The ~~Board~~ North Central Florida Regional Planning Council shall notify the Florida Commission for the Transportation Disadvantaged of any state agency voting member or his/her alternate failing to attend three (3) consecutive meetings.

- (5) Non-Voting Members. The ~~DOPA~~ North Central Florida Regional Planning Council may appoint non-voting members to the Board. It shall consider appointing one or more representatives from transportation boards or communities existing in the county as non-voting members of the Board.

## **F. Officers**

Officers of the Board shall include a Chair and a Vice-Chair.

- (1) Chair. The North Central Florida Regional Planning Council shall appoint ~~one of its members to serve as the official Chair for all Coordinating Board meetings~~ an official 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). For a multi-county Board, the Chair shall be from one of the counties in the designated service area. The Chair shall serve until their elected term of office has expired or otherwise replaced by the North Central Florida Regional Planning Council. The Chair shall preside at all meetings.
- (2) Vice-Chair. The Board shall hold an organizational meeting each year for the purpose of electing a Vice-Chair (41-2.012(2) Florida Administrative Code). The Vice-Chair shall be elected by a majority vote of a quorum of the members of the Board present and voting at the organizational meeting. The Vice-Chair shall serve a term of one year starting with the first meeting after their election. For a multi-county Board, an elected official not serving as the Chair shall serve as Vice-Chair. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chair 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. 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 except when they conflict with these by-laws of Commission guidelines.

- (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.

North Central Florida Regional Planning Council 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.

- (4) Notice of Regular and Special Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, 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 North Central Florida Regional Planning Council 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.

A notice stating the date, time and place of each meeting shall be sent to all Coordinating Board members, other interested parties and the news media at least fourteen (14) days in advance of the meeting. A meeting agenda shall be sent to all Coordinating Board members, other interested parties, and the news media at least seven (7) days in advance of each meeting.

- (5) Quorum. At all meetings of the Board, the presence in person 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.

- (6) 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.

- (7) 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."

- (8) Proxy Voting. Proxy voting is not permitted.

- (9) Parliamentary Procedures. The Board will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Bylaws.
- (10) Attendance. The North Central Florida Regional Planning Council shall review, and consider rescinding, the appointment of any voting member of the Board who fails to attend three consecutive meetings. The North Central Florida Regional Planning Council 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 North Central Florida Regional Planning Council 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.
- (11) Conduct. Members of the Board should observe order and decorum at the meetings. Speakers must address their remarks to the presiding officer, be courteous in their language and deportment and avoid any reference to personalities.

## **H. Administration**

- (1) Staff Support. The North Central Florida Regional Planning Council 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.

North Central Florida Regional Planning Council staff will assist the Chair with the preparation, duplication, and distribution of all materials necessary for Board meetings. Also, staff is responsible for preparing official minutes for each Board meeting. In areas where the DOPA serves as the CTC and desires to use the same staff for the Coordinating Board, it shall abstain from any official actions that represent a conflict of interest, specifically in the evaluation process of the CTC.

- (2) Minutes. The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Board meeting regardless of the presence of a quorum. The minutes shall be prepared in a reasonable time following the meeting and shall include an attendance roster indicating what agency, organization or position each member represents and reflect a summary of official actions taken by the Board. Meeting minutes shall be provided at the next regularly scheduled Board meeting for approval.

## **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 eligibility guidelines and 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 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.
- (l) Assist the Community Transportation Coordinator in the establishment of trip priorities with regard to the recipients of Transportation Disadvantaged Program services purchased with Transportation Disadvantaged Trust Fund moneys.



## J. Committees

- (1) Grievance Committee. 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.

- (2) Evaluation Committee. The Chair subject to approval by the Board shall appoint an Evaluation Committee to review the Community Transportation Coordinator's annual performance evaluation. The Committee shall be appointed annually and convene at least annually.
- (3) Additional committees may 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. Communication With Other Agencies and Entities

The North Central Florida Regional Planning Council authorizes the Board to communicate directly with other agencies and entities as necessary to carry out its responsibilities in accordance with Chapter 427, Florida Statutes, and Rule Chapter 41-2, Florida Administrative Code.

## L. Amendments

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

## M. Certification

The undersigned hereby certifies that he/she is the Chair of the Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 20th day of August 2015.

---

John Meeks, Chair  
Levy County Transportation Disadvantaged Coordinating Board

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# Levy County Transportation Disadvantaged Coordinating Board

## *Bylaws Team*

Scott R. Koons, AICP, Executive Director

- \* Marlie Sanderson, AICP, Director of Transportation Planning
- \* Lynn Franson-Godfrey, AICP, Senior Planner

- \* Primary Responsibility
- \*\* Secondary Responsibility



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## Levy County Transportation Disadvantaged Coordinating Board

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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

August 13, 2015

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

August 20, 2015

Levy County  
Transportation Disadvantaged Coordinating Board





# Transportation Disadvantaged Grievance Procedures

Approved by the  
  
Levy County  
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org/mtpo](http://www.ncfrpc.org/mtpo)  
352.955.2000

---

**John Meeks, Chair**

with Assistance from



North Central Florida Regional Planning Council  
2009 NW 67th Place  
Gainesville, FL 32653-1603  
[www.ncfrpc.org](http://www.ncfrpc.org)  
352.955.2200

August 20, 2015

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# **Chapter I: Levy County Transportation Disadvantaged Coordinating Board Grievance Procedures**

## **A. Preamble**

The following sets forth the procedures for the Levy 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 Levy County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council 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 Chair, subject to approval by the Board, shall appoint three (3) 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 may 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. 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 North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council 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) The Community Transportation Coordinator also has a process for addressing service complaints and grievances. Service complaints shall be submitted to the Community Transportation Coordinator for resolution prior to being brought to the Board's Grievance Committee.
- (4) 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:

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

- (5) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (6) 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 North Central Florida Regional Planning Council staff.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (11) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.

- (12) North Central Florida Regional Planning Council 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.
- (13) 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.
- (14) Any party may request a follow-up meeting of the Grievance Committee if one is needed to ensure a fair and complete hearing of a grievance. If a follow-up meeting is requested, it shall be scheduled before the meeting is adjourned. Follow-up meetings will be noticed in the same manner as regular Grievance Committee meetings.
- (15) 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.
- (16) A written report shall also be provided to the Community Transportation Coordinator's Governing Board.
- (17) Utilization of the Board's Grievance Procedures does not preclude individuals from utilizing other processes and forums to pursue their grievances as appropriate.

## **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:  
  
Levy 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 North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person 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 recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. 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 person requesting the hearing.

## **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 Levy 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 Levy County Transportation Disadvantaged Coordinating Board the 20th day of August 2015.

---

John Meeks, Chair  
Levy County Transportation Disadvantaged Coordinating Board

---

# Levy County Transportation Disadvantaged Coordinating Board

## *Grievance Procedures Team*

Scott R. Koons, AICP, Executive Director

\* Marlie Sanderson, AICP, Director of Transportation Planning

\*\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility



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August 13, 2015

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

RECOMMENDATION

**The Board needs to review Levy County Transit'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.

Enclosed is Levy County Transit'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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**Levy County Board of County Commission**

**Levy County Transit**

**2015/2016**

**Shirley Conroy Area Capital Assistance**

**Program Grant Application**

**RCAP**



**EXHIBIT A**

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

1. DATE SUBMITTED: August 7, 2015
2. LEGAL NAME OF APPLICANT: Levy County Board of County Commission/Levy County Transit
3. FEDERAL IDENTIFICATION NUMBER: 59-6000717
4. REMITTANCE ADDRESS: P.O. Box 310
5. CITY AND STATE: Bronson, FL ZIP CODE: 32621
6. CONTACT PERSON FOR THIS GRANT: Connie Conley
7. PHONE NUMBER: 352-486-3485 FAX NUMBER: 352-486-3312
8. E-MAIL ADDRESS: conley-connie@levycounty.org
9. PROJECT LOCATION [County(ies)]: Levy
10. PROPOSED START DATE: September 2015 ENDING DATE: June 30, 2016
11. ESTIMATED PROJECT FUNDING REQUESTED:  
Grant Funds \$ 73,259.00  
Local \$ 0.00 REDI Waiver  
**TOTAL \$ 73,259.00**

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.

John Meeks

Board Chair

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

8-4-15  
DATE

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY Anne Bast Brown

Anne Bast Brown, County Attorney

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. 1-23' Ford 6.8 V10 Gas Engine Turtle Top Bus<br>12 seats and 2 wheelchair positions. | \$73,259 |
| 2.  | \$       |
| 3.  | \$       |

**Total Project Cost** \$73,259

II. Funding Participation

- |  |                            |
|--|----------------------------|
| A. Transportation Disadvantaged<br>Trust Funds | (90%) * \$73,259           |
| B. Local Match                                 | (10%) * \$0.00 REDI Waiver |
| C. <b>Total Project Cost</b>                   | <b>\$73,259</b>            |

\* 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:**

A new bus will continue to provide transportation to the residents of Levy County. Many residents, especially elderly and disabled residents, depend on Levy County Transit for all their transportation needs. Projections are that the population for the age 65+ will increase dramatically over the next 5 years. With this information we expect the need for transportation to increase to the elderly and disabled population.

The majority of trips provided are into Gainesville, which is Alachua County. Depending on the area of a rider's residence, a trip will be between 20 and 65 miles per trip.

#### **What:**

A bus is needed to replace a bus that is a 2006 with 384,552 current miles and only accommodates 8 passengers and 2 wheelchairs. A new bus that will accommodate 12 passengers with two wheelchairs will help with efficiency of scheduling trips for more passengers.

Having a lift and wheelchair positions is a must due to the elderly and disabled trips provided daily. Numerous riders must be lifted into the bus by the lift due to them being unable to go up and down the stairwell in the bus.

The new bus will also reduce the cost of repairs, maintenance and fuel, due to the age and mileage of current bus.

#### **Where:**

Levy County is a large rural county (1,118 square miles) with a population of approximately 46,629 residents.

Many of the trips provided are out of county into Gainesville, due to lack of specialists, dialysis centers, cancer centers and hospitals in Levy County. Residents in the Yankeetown and Inglis areas go for medical treatment mainly in Citrus and Marion counties with few coming into Levy County. However there are trips scheduled from Yankeetown and Inglis to Gainesville.

Our buses are serviced regularly and well-maintained, however approximately 250-300 miles per day are put on the buses due to the distances traveled in this rural county.

Maps of the county are provided in Exhibit G. Services are provided in all incorporated and unincorporated areas.

#### **When:**

This bus will be ordered upon notification of award and placed into service as soon as it is in compliance once received.

Service days are currently Monday thru Saturday. Trips begin as early as 4:00 a.m. on all days of service and end as late as 7:00 p.m., with the last rider being dropped off.

Levy County Transit currently has 9 buses that have well over 200,000 miles and run in ages of 5 to 9 years. This includes the bus that a new bus would be replacing.

#### **How:**

The new bus will continue to provide services for current and new riders, for public transportation under different funding sources that are awarded to the agency and reduced fare trips for those that do not qualify under a funding source. Door to door service is provided



to all residents utilizing the service.

The bus will be purchased thru the TRIPS contracts with Florida Department of Transportation. Other grants that are applied for to purchase buses would be the 49 U.S.C. Section 5339 Capital Assistance Grant and 49 U.S.C. Section 5310 Capital Assistance Grant. Only one of these two grants are applied for each year depending on the amount of funding the Florida Department of Transportation receives for grants. Levy County has been awarded funds in past and current awards from 5310, 5339 and RCAP for the purchase of new buses. Each application under these grants has only been written for one vehicle and always to replace a vehicle that is in need due to mileage and maintenance costs.

The following are grants that have been awarded for a bus and the amount awarded.

5317: 2012:\$73,033.00 Awarded and received in 2014

5310:2012: \$70,140.00 Awarded in 2013 received in 2014

5310: 2013: \$78,885.00 Awarded in 2014 received in 2015

RCAP: 2013: \$68,290.00

5339: 2014: \$116,000.00 Awarded in 2014 received in 2015

RCAP: 2014:\$70,662.00

RCAP: 2015: 79,380.00

Levy County Board of Commissioners is requesting a waiver of match as part of the REDI program. This request is due to the drastic changes in revenue since the loss of Medicaid funding. The revenue loss is hitting this agency hard for the upcoming budget year. With the loss of over \$400,000.00 dollars per year since 2014, this agency is now pinching every penny that can be saved to continue to provide trips for those in need that do not qualify for funding, at a reduced fare.

#### **Why:**

Currently this agency has nine buses with over 200,000 miles. Eight of the nine buses have 250,000 to 384,552 miles. We continue to use these buses daily with an average of 250 miles per day; however there are several of these buses that run up to 300 miles daily.

Maintenance is top priority to keep these buses in good running condition. However the two buses that have over 300,000 miles, there have been significant increases in cost for repairs and maintenance as well as less miles per gallon.

The need for this bus with more seating capacity will help us to schedule more riders for better efficiency. This bus will provide a substantial savings.

The Transportation Disadvantaged population in this county is spread far and wide. The largest majority of our riders are without transportation for all their needs. We provide trips not only for medical but for shopping, personal trips needed to visit banks, Post Office, Social Security office, restaurants, visiting spouses or loved ones in nursing homes and Hospice facilities, to name a few.

Levy County Transit takes pride in our fleet of buses with drivers maintaining the cleanliness daily. It is important for our riders to have a safe and reliable means of transportation.

#### **Status of 2013/2014 and 2014/2015 Grants:**

RCAP: 2013: \$68,290.00    Bus Purchased

RCAP: 2014:\$70,662.00    Bus Purchased

RCAP: 2015: 79,380.00    Bus Purchased

**RESOLUTION  
2015-35**

**A RESOLUTION OF LEVY COUNTY, FLORIDA,  
AUTHORIZING THE FILING OF A SHIRLEY CONROY  
RURAL AREA CAPITAL ASSISTANCE PROGRAM GRANT  
APPLICATION WITH THE FLORIDA COMMISSION FOR THE  
TRANSPORTATION DISADVANTAGED; PROVIDING FOR  
APPROVAL OF APPLICATION AND AGREEMENT;  
PROVIDING FOR AUTHORIZATION FOR ADMINISTRATIVE  
DUTIES; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Levy County, Florida ("the Board") has the authority to file a Shirley Conroy Rural Area Capital Assistance Program Grant application ("Grant Application") and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code; and

**WHEREAS**, the Board hereby authorizes the filing of a Grant Application with the Florida Commission for the Transportation Disadvantaged;

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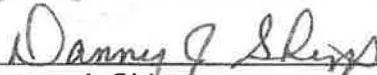
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:**

1. The Board has the authority to file this Grant Application.
2. The Board hereby authorizes the filing and execution of the Grant Application by the Chair of the Board on behalf of the Board or the Vice-Chair in the Chair's absence, with the Florida Commission for the Transportation Disadvantaged.
3. The Chair serves as the Registered Agent for the Board. The Chair's address is P. O. Box 310, 355 South Court Street, Bronson, Florida, 32621.
4. The Board authorizes the Chair or Vice-Chair of the Board, or either of their designees, to sign any and all agreements or contracts which are required in connection with the Grant Application.
5. The Board authorizes the County Coordinator and/or the Transportation Department Director or either of their designees to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the Grant Application or subsequent agreements.

**DULY PASSED AND ADOPTED** this the 4<sup>th</sup> day of August, 2015.


**BOARD OF COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**

**ATTEST:** Clerk of the Circuit Court  
and Ex Officio Clerk to the Board

  
\_\_\_\_\_  
Danny J. Shipp

  
\_\_\_\_\_  
John Meeks, Chairman

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

  
\_\_\_\_\_  
Anne Bast Brown, County Attorney

z:\res\shirleyconroy.auhtorize.2015-2016  
LR2015-071

## **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, 2016, 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, 2015, 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.

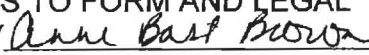
(10) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, 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: 8-4-15 Signature:   
Name: John Meeks  
Title: Board Chairman

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY   
Anne Bast Brown, County Attorney

## EXHIBIT F

### CURRENT VEHICLE INVENTORY FORM

Name of CTC: Levy County Transit

Year	Make	Model	VIN #	Seats + W/C Pos	Average Miles/yr	Current mileage	Projected Retirement	Funded by (specific program)
2013	Chev	4500	1GB6G5BGXD1170903	12 / 2 wc	55000	105251	2017	RCAP
2014	Chevy	E450	1FD4E4FS1DDA92970	12st/4wc	55000	97167	2018	5310
2014	Ford	E450	1FD4E4FS2EDA83583	12st/3wc	55000	66567	2018	RCAP
2014	Ford	E450	1FD4E4FS4EDB10055	12st/4wc	55000	62438	2019	5317
2015	Ford	Turt	1FDXE4FS4EDB00758	14Sst/2wc	55000	23908	2020	5310
2015	Ford	Turt	1FDWE3FL6FDA28090	10/2wc	55000	9990	2020	RCAP
2006	Ford	F350	1FDWE35S25HA24070	8sts/2wc	55000	384552	2009	5310
*2006	Ford	E250	1FBNE31LX6DB28964	STR ONLY	1200	49464	2009	TD
2006	Chev	C3500	1GBJG31U361264615	8sts/2wc	55000	365532	2011	RCAP
2008	Chev	Uplan	1GBDV13W88D211562	5sts/1wc	33000	97600	2012	FTA
2009	Chev	C3500	1GBJG31K481232919	8sts/2wc	55000	262826	2014	5310
2009	Chev	C3500	1GBJG31K091130969	8sts/2wc	55000	295451	2014	5316
2009	Chev	C3500	1GBJG31K491102902	14st/4wc	55000	272195	2014	5316
2010	Ford	E450	1FDXE4FL9ADA82423	12st/2wc	55000	247526	2015	5310
2010	Dodge	GC	2D4RN4DEXAR498479	4sts/1wc	30000	33388	2015	5309
2011	Chev	3500	1GBJG31K891104071	12st/4wc	55000	187003	2016	RCAP
2006	Chev	C5500	1GBE5V1226F417974	20st/3wc	45000	279003	2011	FTA
2006	Chev	C5500	1GBE5V1216F417495	20st/3wc	45000	259855	2011	FTA
2007	Chev	C4500	1GBE4V12X7F404619	16st/2wc	45000	218533	2011	FTA
2007	Chev	C4500	1GBE5V1977F425650	22st/2wc	45000	182600	2011	FTA
2010	Chev	C4500	1GBE4V1G99F413097	16st/2wc	45000	175645	2017	ARRA

[illegible]

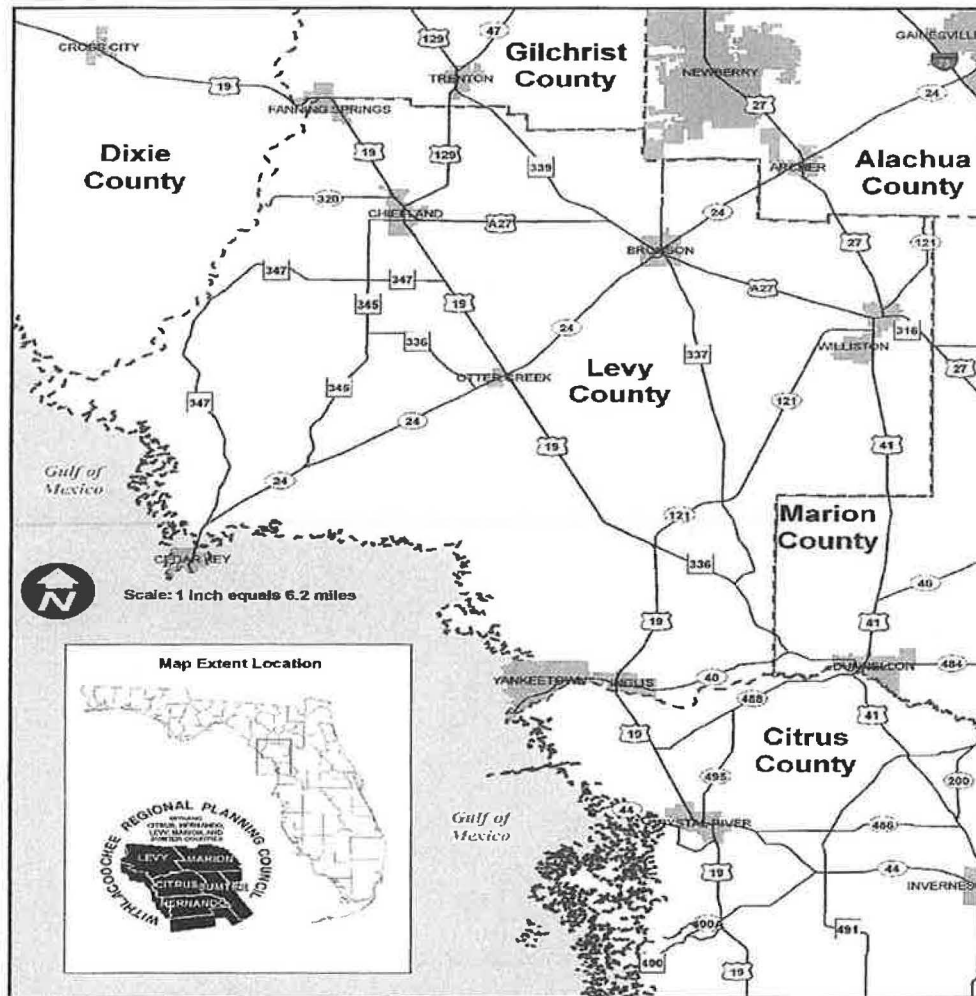
NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing \* next to the model year.



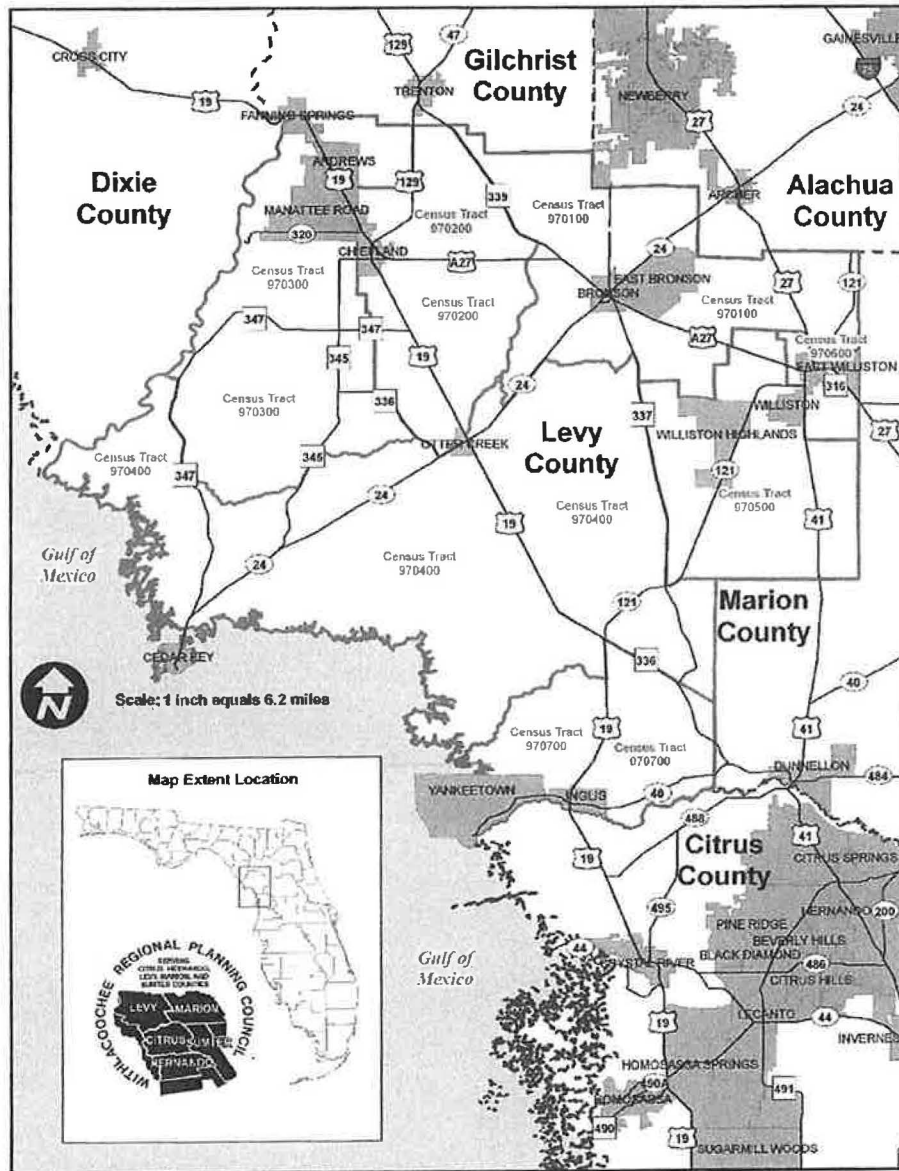
## EXHIBIT G

### Service Area Map

County(ies) of CTC's Service Area: LEVY COUNTY WITHIN THE STATE OF FLORIDA



### LEVY COUNTY CENSUS DIVISIONS, CITIES AND CENSUS DESIGNATED PLACE



Florida Department of Transportation  
Public Transit Office  
Packet

Order

ORDER FORM - PAGE ONE

CONTRACT #TRIPS-11-CA-FCCSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES  
ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

AGENCY NAME: Levy County Board of Co. Commission DATE: 07-28-15

PURCHASE ORDER NUMBER: \_\_\_\_\_

CONTACT PERSON: Connie Conley (352) 486-3485 conley-connie@levycounty.org  
(Name, Telephone Number and Email Address)

July, 2015

Item				Unit Cost	Quantity	Total Cost
<b>Base Vehicle Type</b>						
Ford	11500 GVWR	21'	5.4 Gas	\$60,148		
			22' Option add	\$2,360		
Chevrolet	12300 GVWR	21'	6.0 Gas	\$62,344		
			23' Option add	\$4,050		
Ford	12500 GVWR	21'	5.4 Gas	\$64,384		
			23' Option add	\$2,060		
Chevrolet	14200 GVWR	23'	6.0 Gas	\$64,844		
			24' Option add	\$2,250		
			25' Option add	\$2,950		
Ford	14500 GVWR	23'	6.8 V10 Gas	\$64,579	1	64,579
			24' Option add	\$2,250		
			25' Option add	\$2,950		
Ford	19500 GVWR	28'	6.8 V10 Gas	\$84,411		
			29' Option add	\$3,000		
			31' Option add	\$5,988		
			34' Option add	\$7,440		
Freightliner	21000 GVWR	31'	6.7 ISB Diesel	\$123,513		
Freightliner	26000 GVWR	34'	6.7 ISB Diesel	\$125,570		
			36' Option add	\$2,440		
			38' Option add	\$4,200		
			39' Option add	\$6,515		
<b>Paint Scheme Choices</b>						
Scheme #1				\$300		
Scheme #2				\$470		
Scheme #3				\$495		
<u>All White</u>				<del>0</del>	1	0
<b>Base Seating (Freedman)</b>						
Standard Seat (per person)				\$260	8	2080
Foldaway Seat (per person)				\$415	4	1660
Children's Seat (per person)				\$340		
<b>Securement Systems</b>						
Q'Straint QRTMAX securement (per position)				\$530	2	1060
Sure-Lok Titan securement (per position)				\$630		
Seat belt extensions (2-sets standard)				\$25	3	75
<b>PAGE ONE SUB-TOTAL</b>				—	—	70,054

**Florida Department of Transportation  
Public Transit Office  
Packet**

**Order**

**ORDER FORM – PAGE TWO  
CONTRACT #TRIPS-11-CA-FCCSC**

**TURTLE TOP CUTAWAY TRANSIT VEHICLES  
ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC**

July, 2015

Item	Unit Cost	Qty	Total Cost
<b>Side Wheelchair Lift Choices</b>			
Braun Model NCL919IB-2 (or latest)	\$3,100		
Braun Model NCL954IB3454-2 1000 lb Lift	\$3,450	1	3,450
Ricon Model S5510 (or latest)	\$3,200		
Ricon Model S-5510 Titanium 1000 lb Lift	\$3,550		
<b>Rear Wheelchair Lift Choices</b>			
Ricon Klear-View lift (prior approval from FDOT required)	\$3,200		
Braun model NVL917IB lift (prior approval from FDOT required)	\$3,400		
<b>Optional Engines</b>			
Diesel engine meeting current EPA requirements			
12300 Chevy diesel option 6.6 Duramax	\$10,239		
14200 Chevy diesel option 6.6 Duramax	\$12,148		
19500 Ford diesel option 6.7 Power Stroke	\$6,516		
5.4 Liter Gas V8 option (changes chassis to 14,050 lb.)	Deduct \$600		
Engine Prep: Gaseous fuel deliver	\$315		
Compressed Natural Gas (CNG) or Propane Engine meeting current EPA requirements: pricing for Alternate Fuel Vehicles include upcharge for delivery.	-		
Ford 14,500 GVWR Chassis 3 Tank CNG (29GGE) by GAS	\$24,000		
Ford 14,500 GVWR Chassis 4 Tank CNG (39GGE) by GAS	\$27,000		
Ford 14,500 GVWR Chassis 2 Tank Propane (+41GGE) Roush	\$15,900		
Chevrolet 14,200 GVWR Chassis 3 Tank CNG (29GGE) by GAS	\$24,000		
Chevrolet 14,200 GVWR Chassis 4 Tank CNG (39GGE) by GAS	\$26,000		
Ford F Series 19,500 GVWR Chassis 4 Tank CNG (54GGE) by GAS	\$31,000		
Aluminum wheels (Excluding Chevrolet) Freightliner =(\$1,865); 19,500=(Standard); All Others= (\$1,600)	See Item		
Stainless steel wheel liners / inserts, front and rear wheels (Except Freightliner =\$385)	\$260	1	260
<b>Seating</b>			
Freedman Featherweight High Back standard seats (per seat)	\$280		
Dimensions vinyl line of coated transit bus seating fabric with antimicrobial Nanocide	\$8		
Upgrade interior side wall panels with Nanocide Van Terra/Terra Transport=(\$280); Odyssey=(\$910); Odyssey XL=(\$1,030)	See Item		
USSC Evolution G2E with pedestal	\$1,410		
Freedman Sport Driver seat with Relaxor	\$680		
Stretcher Securement System	\$5,100		
Replacement Stretcher bed (only)	\$4,000		
<b>PAGE TWO SUB-TOTAL</b>	---	---	3710

ORDER FORM – PAGE THREE

CONTRACT #TRIPS-11-CA-FCCSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

July, 2015

Item	Unit Cost	Qty	Total Cost
<b>Fire Suppression</b>			
Amerex Small Vehicle System automatic fire suppression powder system	Add \$15.00		
Kidde Automatic Fire Detection and Suppression System	Add \$915.00		
<b>Route/Head Signs</b>			
Transign manually operated roller curtain type sign	\$1,815		
TwinVision "Elyse" software electronic destination system	\$6,000		
TwinVision "Mobi-Lite" electronic destination sign	\$3,640		
Transign "Vista Star" electronic destination sign	\$4,400		
Transign LLC 2-digit Block / Run Number box unit	\$450		
Transign LLC 3-digit Block / Run Number box unit	\$450		
Transign LLC passenger "STOP REQUESTED" sign	\$365		
<b>Camera Systems</b>			
SEON 2 camera security system	\$1,840		
REI 2 camera security system	\$1,410		
Gatekeeper 2 camera security system	\$2,250		
AngelTrax 2 camera security system	\$1,950		
Apollo 2 camera security system	\$3,695		
247 2 camera security system	\$1,750		
Price for single replacement camera	\$400		
<b>Other Options Available</b>			
Altro Transflor slip resistant vinyl flooring Van Terra/Terra Transport=(\$300); Odyssey=(\$520); Odyssey XL=(\$660)	See Item		
Driver Safety Partition	\$215		
Bentec Powder-Coated handrails and stanchions (provide standard colors)	\$310		
Exterior remote controlled mirrors Van Terra/Terra Transport=(\$250); All Others=(\$150)	\$400		
Romeo Rim HELP rear bumper	\$680		
HawKEye Reverse Assistance System	\$720		
<b>PAGE THREE SUB-TOTAL</b>	—	—	0



ORDER FORM – PAGE FOUR

CONTRACT #TRIPS-11-CA-FCCSC

TURTLE TOP CUTAWAY TRANSIT VEHICLES

ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC

July, 2015

Reverse camera and monitor backing system: Manufacturer Weldex	\$470		
Air purification system	\$3,400		
"Mentor Ranger" in vehicle computer	\$4,975		
REI Public Address System	\$250		
Upgrade the standard vehicle AM/FM Radio	\$230		
Power Pedestal for both the Ford E350/E450 & Chevy 3500/4500 chassis- includes Adnik 6-way power slides w/RH switch, Seat Belt Bracket, Driver's Base Pedestal, and Vinyl Skirt	\$750		
Avail MDT – Includes Para Transit Kit #FC-2012 – Driver Interface, Communications, Interface Expansion Box (IEB), Emergency Alarm, and Navigational Assistance Unit	\$14,940		
Driver's side running board-diamond plate	\$95	1	95
Mobile View Camera System – Includes MV 3008 8 channel DVR, one forward facing camera, two mini dome no IR cameras, two mini dome IR cameras, per TRIPS specifications	\$7,498		
<b>ThermoKing roof mount SLR AC systems upgrade</b>			
VT 156" & 176" Floor: TK SLR75 TM-21	\$4,800		
Ody 174" & 187" Floor: TK SLR75 TM-12	\$4,800		
Ody XL 219" & 231" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 255" F550: TK Dual SLR65 TM-21	\$7,500		
Ody XL 255" FM2: TK Dual SLR65 TM-21	\$7,500		
Ody XL 285" F550: TK Dual SLR65 TM-21	\$7,200		
Ody XL 285" & 311" & 330" & 349" FM2: TK Dual SLR75 TM-21	\$8,500		
<b>PAGE FOUR SUB-TOTAL</b> (sub-total of fourth page)	—	—	95
<b>PAGE THREE SUB-TOTAL</b> (sub-total of third page)	—	—	0
<b>PAGE TWO SUB-TOTAL</b> (sub-total of second page)	—	—	3710
<b>PAGE ONE SUB-TOTAL</b> (sub-total of first page)	—	—	70,054
<b>GRAND TOTAL</b> (sum of pages 1, 2, 3, and 4 sub-totals)	—	—	73,859

**CHOICES FORM**

**CONTRACT #TRIPS-11-CA-FCCSC**

**TURTLE TOP CUTAWAY TRANSIT VEHICLES**

**ALLIANCE BUS GROUP INC. DBA FIRST CLASS COACH SALES LLC**

**SEATING AND FLOORING CHOICES**

**Seating Colors:** (circle one) Blue Gray Beige  
**Flooring Colors:** (circle one) Blue Gray Beige Black  
**Paint Scheme:** (circle one) #1 #2 #3 Other all white

**Paint Schemes Note:** If an agency requires a paint and lettering scheme that is NOT GENERALLY covered by one of those listed above, they may make separate arrangements either with the manufacturer or a local vendor to provide these services. Agencies will select colors (2) for background and stripes when orders are placed. All paint scheme pricing shall reflect white base coat.

**Upholstery Information-Vinyl Colors Available:**

**BLUE CMI VINYL** - Center insert of seat to be MEDALLION KEOPS AZUL BLUE INSERT, style VP-MEDLI-KEAZU; outside wrap and back of seat to be solid MEDALLION MORRENO TROPICAN AZUL, style VP-MEDMO-TRAZU.

**BEIGE CMI VINYL** - Center insert of seat to be MEDALLION KEOPS VERDE TAN INSERT, style VP-MEDLI-KEVER; outside wrap and back of seat to be solid, MEDALLION DOCCA SAND BEIGE, style VP-MEDLI-DOSNB.

**GREY CMI VINYL** - Center insert of seat to be MEDALLION KEOPS VERDE TAN INSERT, style VP-MEDLI-KEVER; outside wrap and back of seat to be solid, MEDALLION MORRENO TROPICAN GREY, style VP-MEDMO-TRGRY.

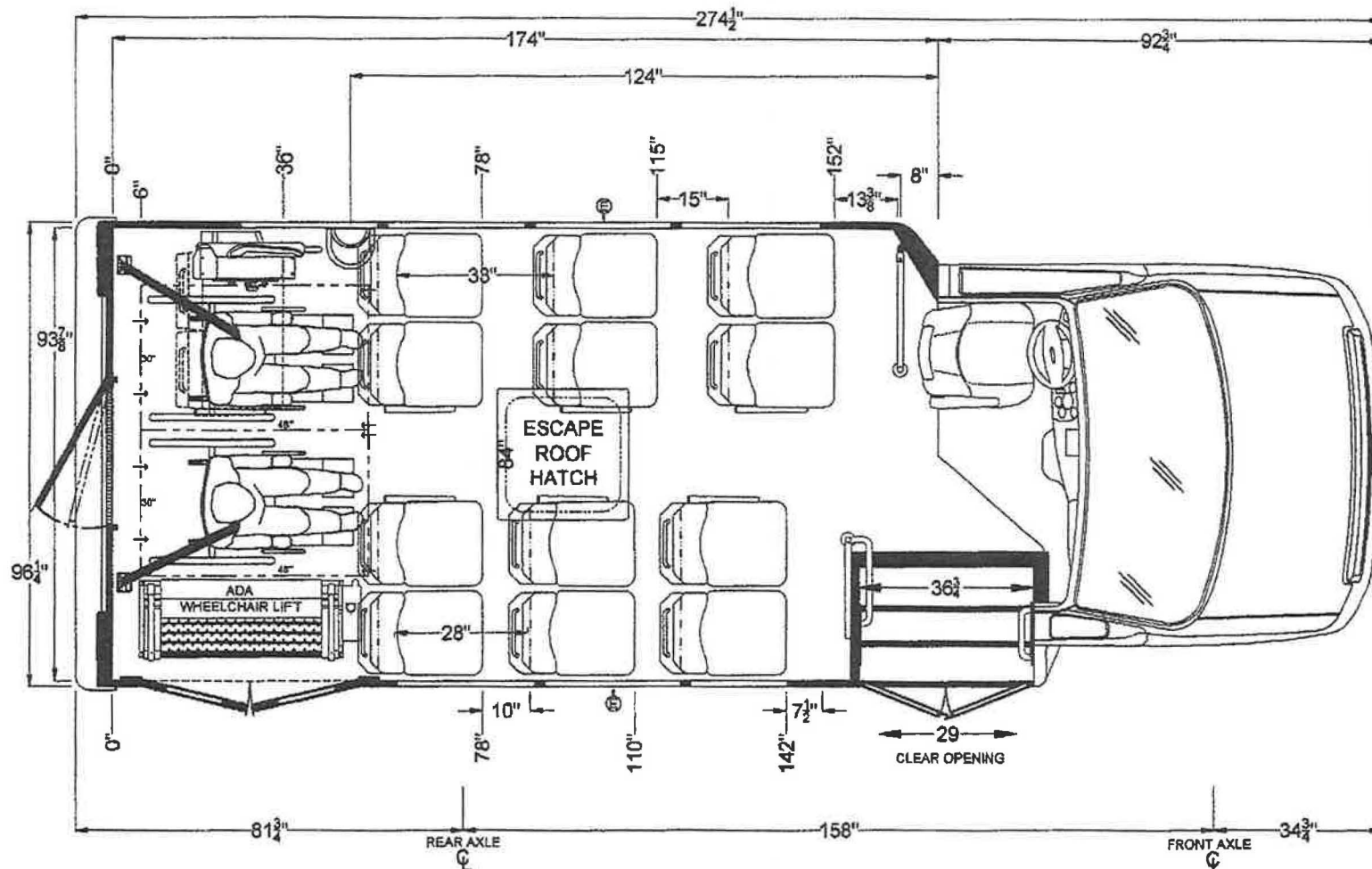
**WHEELCHAIR LIFT CHOICE**

**Wheelchair Lift:** (circle one) Braun Ricon Maxon

**SECUREMENT RETRACTOR CHOICE**

**W/C Securement:** (circle one) Sure-Lok Titan Q'Straint QRTMAX





# NOTES

FILE NAME: 120612-J8\_FD29\_RLD\_12 F-W SEATS\_1 DBLE FOLDAWAY\_2 W-C LOCATIONS

L ☐ F ☐

CONTACT TURTLE TOP AT 800-259-2105 FOR AVAILABILITY OF THIS FLOOR LAYOUT IF DRAWING DATE HAS EXCEEDED 90 DAYS

DATE: 08/12/2012

DRIVER SIDE-  
WINDOW SPACING  
PASSENGER SIDE-

☐ STANDARD HEIGHT ☐ VISTA HEIGHT ☐ ELITE BONDED

☒ EGRESS WINDOW

"THIS DRAWING AND THE INFORMATION CONTAINED THEREON ARE THE EXCLUSIVE PROPERTY OF TURTLE TOP AND SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER WITHOUT OUR WRITTEN CONSENT"

## DRAFTSMAN NOTES:

1. 17.5" F-W SEATS DEPICTED

TURTLE TOP BODY MODEL:  
ODYSSEY

OVER ALL LENGTH:  
22' 11.5"

CHASSIS MODEL YEAR:  
2012

CHASSIS MAKE:  
FORD E450

ORDER NUMBER:

QUOTE  
DRAWING NUMBER:  
120612-J8



DRAFTSMAN: JPN  
REVISION:

ORIG: DNS

DIMENSIONING TOLERANCE = +/- .3"

FLOOR LENGTH:  
174"

CHASSIS FUEL TYPE:  
GAS

CHASSIS GVWR:  
14,500 lbs

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August 13, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Florida Commission for the Transportation Disadvantaged Awards

RECOMMENDATION

**For information only. No action is required.**

BACKGROUND

The Florida Commission for the Transportation Disadvantaged is seeking nominations for the 2015 Transportation Disadvantaged Awards Program. Attached is a nomination form and awards criteria.

If you have any questions concerning this agenda item, please do not hesitate to contact me at extension 110.

**Attachments**

t:\lynn\td2015\levy\memos\fctdawards.docx



**Lynn Godfrey**

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**From:** Irvine, John P. [John.Irvine@dot.state.fl.us]  
**Sent:** Friday, July 31, 2015 5:23 PM  
**To:** Irvine, John P.  
**Subject:** re: 2015 CTD Awards Nomination Package  
**Attachments:** Past Award Winners 2015.pdf; AwardsCriteria2015.pdf; AwardNominationForm2015.doc

To: CTCs and Planners

CC: Interested Parties

Hello everyone,

Please take this opportunity to recognize individuals, teams, and/or organizations who have gone above and beyond in contributing their time and/or expertise to the Transportation Disadvantaged program. Attached is information needed for the nomination process.

**The deadline to receive nominations and support documentation is August 23, 2015.**

**Please email nomination form(s) and support documentation to:**  
[CTDOmbudsman@dot.state.fl.us](mailto:CTDOmbudsman@dot.state.fl.us)

Please review the Awards Criteria to ensure you have all of the required backup documentation prior to submission. A digital picture(s) is needed along with your nomination. If you cannot email a digital picture at the time you submit your nomination, please email by 9/01/15.

Please do not include copies of training certifications or employee recognition documentation with your nominations. You may summarize this information in your support letter.

Individuals and agencies will be recognized at our annual Awards Program on October 28, 2015, at the Daytona Beach Hilton.

If you have any questions, please let me know. Thank you –

Please forward this package to others that you think might be interested in nominating someone.

For more details about the Training & Expo, click on the link below:

<http://www.dot.state.fl.us/ctd/index.htm>

Thanks,

*John*

John Irvine

Project Manager - Area 6

Florida Commission for the Transportation Disadvantaged

605 Suwannee Street, MS 49

Tallahassee, FL 32399-0450

[john.irvine@dot.state.fl.us](mailto:john.irvine@dot.state.fl.us)

Direct Line (850) 410-5712

Toll Free (800) 983-2435

TTY (850) 410-5708

Florida Relay System Dial 711 (Florida Only)

FAX (850) 410-5752

[www.dot.state.fl.us/ctd](http://www.dot.state.fl.us/ctd)

[www.facebook.com/FloridaCTD](http://www.facebook.com/FloridaCTD)



Don't forget to donate a \$1 or more to the Transportation Disadvantaged Trust Fund next time you renew your motor vehicle tag!

Ayude a alguien conseguir transporte! No olvíde donar \$1 para el fondo de Transporte del Desventajado (Transportation Disadvantaged Trust Fund) la próxima vez que usted renueve su placa del vehículo.

# Annual Transportation Disadvantaged Best Practices and Training Workshop 2015 Awards Nomination Form

## Award Categories (Select Category)

- William G. & Budd Bell Lifetime Achievement Award
- Safety Award
- Volunteer of the Year
- Driver of the Year
- Designated Planning Agency of the Year
- Innovation of the Year Award
- Elected Official of the Year
- Outstanding Coordinating Board of the Year
- Rural Transportation Coordinator of the Year
- Urban Transportation Coordinator of the Year
- Operator of the Year
- Dispatcher/Scheduler of the Year
- Sheila Winitzer Shining Star Award

## Name of Nominee (individual or organization)

Nominee's organization \_\_\_\_\_

Nominee's Address \_\_\_\_\_

Nominee's Phone Number \_\_\_\_\_

Please include the following information in your nomination: a narrative about why this nominee deserves the award with specific examples; any additional support documentation; endorsement from CTC, if applicable.

**Please review criteria prior to submittal to ensure that all required information is included.** A separate nomination form and supporting information should be submitted for each nominee. Commission staff will compile information as it relates to the Annual Performance Report. If you have any questions about the nomination format or process, please contact John Irvine at (850) 410-5712.

## Nomination Submitted By:

Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Please email the nomination form and related materials to

[CTDOmbudsman@dot.state.fl.us](mailto:CTDOmbudsman@dot.state.fl.us) or mail to the address below by **August 23, 2015:**

**Commission for the Transportation  
Disadvantaged  
605 Suwannee Street, MS 49  
Tallahassee, FL 32399**





## **Awards Criteria for the Annual Transportation Disadvantaged Training and EXPO**

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### **Urban Community Transportation Coordinator**

**Purpose:** To recognize an urban CTC who has performed in an outstanding manner as part of the fully coordinated system for the community and the transportation disadvantaged population. For the purpose of this effort, this designation is based on information reported by the CTC in the Annual Operating Report.

**Criteria:** Consideration will be given to each nominee based on documented data presented in the Annual Performance Report, recent Quality Assurance reviews, the CTC evaluation conducted by the LCB and/or timely submission of deliverables. Specific information from the Annual Performance Report will be reviewed including: increase in trips as a percent of increased expenses, safety records, operating cost per trip, operating cost per mile and operating cost per hour (if available).

### **Rural Community Transportation Coordinator**

**Purpose:** To recognize a rural CTC who has performed in an outstanding manner as part of the fully coordinated system for the community and the transportation disadvantaged population. For the purpose of this effort, this designation is based on information reported by the CTC in the Annual Operating Report.

**Criteria:** Consideration will be given to each nominee based on documented data presented in the Annual Performance Report, recent Quality Assurance reviews, the CTC evaluation conducted by the LCB, and/or timely submission of deliverables. Specific information from the Annual Performance Report will be reviewed including: increase in trips as a percent of increased expenses, safety records, operating cost per trip, operating cost per mile and operating cost per hour (if available).

### **Transportation Volunteer of the Year**

Purpose: To recognize a volunteer who has provided service to the transportation disadvantaged citizens of their community.

Criteria: This could be a driver, dispatcher, or any other person who has dedicated their time and expertise to help others. This could include a Local Coordinating Board member who is not compensated for being a member of the LCB or is not a member as part of their employment duties. This individual should have gone beyond the call of duty to serve the local transportation disadvantaged citizens in the community.

### **Outstanding Coordinating Board of the Year**

Purpose: To recognize a coordinating board that has demonstrated their dedication and support of the local service delivery system.

Criteria: Efforts to be considered are leadership of the board, oversight of costs, evaluation of the CTC, handling of grievances, or other extraordinary efforts. Consideration will also be given to those boards who consistently have excellent member attendance and participation at LCB meetings. Also consideration shall be given for those who have had representation at Commission sponsored training and other community transportation events.

### **Outstanding Planning Agency of the Year**

- Purpose: To recognize a planning agency that went beyond the scope of their work to implement coordinated transportation.
- Criteria: The award will be based on the success of an agency in staffing the local coordinating board, developing the Service Plan, preparing needs assessments, assisting in the evaluation of the CTC, and/or other areas. Consideration will be given to timely submission of planning grant deliverables and attendance at Commission-sponsored training. The strength of the local Coordinating Board(s) supported will also be considered in the evaluation of the nominations. In addition, nominations should include information about the agency's efforts to include transportation disadvantaged planning into local plans. This award is for the agency that has gone beyond their scope to assist transportation disadvantaged citizens in their area. Examples include working closely with their CTC and other local partners to overcome local transportation barriers and to advocate on behalf of the transportation disadvantaged. Additionally, representing the transportation disadvantaged program at local events and meetings.

### **Driver of the Year**

- Purpose: To honor an individual, who is either a driver for the CTC or for a transportation operator/coordination contractor under contract with the CTC, who has performed in an outstanding manner and has shown care and concern for the TD passengers.
- Criteria: The safety record of the individual and their dedication should be considered when making a nomination. Please cite a specific example of the driver's work with passengers or toward fellow drivers that is exemplary of the characteristics for which the driver is being nominated. **A letter of support from the driver's supervisor and the CTC, if different, must be submitted with the nomination.** Please do not include training certifications and employee performance evaluations with your nominations. This information should be summarized in the support letter provided by the driver's supervisor or the CTC.

### **Safety Award of the Year**

- Purpose: To recognize a system that has demonstrated an outstanding safety record or initiated new or improved safety programs.
- Criteria: Consideration will be given to those systems who have few accidents or roadcalls or who have made significant improvements over the previous period. The Annual Performance Report should be the source utilized for the data supporting these measures. In addition, DOT should be consulted to confirm the quality of the local safety program. Please cite in the nomination what programs or actions were implemented to contribute to the good safety record and describe any new or improved safety programs implemented, if applicable.

### **Operator Award of the Year**

- Purpose: To recognize an operator who contracts with the CTC who has delivered services to the transportation disadvantaged in a safe, cost effective and efficient and quality service manner.
- Criteria: The nominations should include information about the operator's contributions to the coordinated transportation system. Safety records, Annual Operating Report information, driver training and/or rider compliments/commendations should be included to give the most comprehensive picture of the operator's role and contribution to the coordinated transportation system. **A letter of recommendation from the CTC must be included with the nomination.**

### **Innovation of the Year Award**

- Purpose: To recognize a CTC, an individual, or a team that has used innovative approaches to coordinate transportation, improve customer service, enhance the safety of the system and/or increase efficiencies.
- Criteria: Nominations should include unique processes and/or technology used to meet the needs of customers, enhance system safety and/or efficiencies – something that is not commonly used in the industry. Although many CTCs have invested in newer technology (better scheduling software, mobile data terminals, etc), that alone is not considered innovative. A process that has been implemented or additional software program that has been developed to address a challenge, improve safety, efficiency or quality of service is considered innovative. Other examples include: creating mobility options, intercounty coordination efforts for long-distance trips, driver training programs, utilizing technology to improve customer experience, techniques used for streamlining operations and/or improve quality of service or customer relations.

### **Dispatcher/Scheduler of the Year**

- Purpose: To honor an individual or a team, who is either a scheduler or dispatcher for the CTC or for a transportation operator/coordination contractor under contract with the CTC, who has performed in an outstanding manner and has shown care and concern for TD passengers.
- Criteria: The individual's/team's dedication should be considered when making a nomination. Please cite specific examples of work with passengers that exhibit the nominee's caring attitude and reasons for nomination. **A letter of support from the employee's supervisor or the CTC, if different, must be submitted with the nomination.** Nominations can include compliments/commendations from consumers. Please do not include training certifications and employee performance evaluations with your nominations. This information should be summarized in the support letter provided by the employee's supervisor or the CTC.

### **Sheila Winitzer Shining Star Award**

- Purpose: This award was created to recognize Ms. Sheila Winitzer who spent her career creating programs to improve the transportation disadvantaged program. She was an enthusiastic, passionate partner who tirelessly advocated for the transportation disadvantaged program.
- Criteria: A nominee for this award should have demonstrated a long-term role in **"working within the coordinated system,"** have been successful in implementing programs to assist users of the coordinated system and have coordinated grassroots support for the Transportation Disadvantaged Program.

### **William G. & Budd Bell Lifetime Achievement Award**

- Purpose: This award was created in honor of Dr. William (Bill) and Budd Bell. Dr. Bell had a vision in the 1970's of coordinated transportation and was instrumental in the early development of the Florida program. His wife, Budd, who shared his vision, continued to advocate and support transportation disadvantaged into the next decade.
- Criteria: A nominee for this award should have demonstrated a long-term leadership role in **"advocating transportation issues,"** have been successful in promoting the benefits of coordination of all resources and have exhibited an interest in improving the accessibility of transportation services. Leadership skills could be exhibited in the areas of research, training or advocacy.

### **Elected Official Award**

- Purpose: To recognize an elected official who has demonstrated his/her support to those who are transportation disadvantaged.
- Criteria: Consideration will be given to local, state, and/or federal elected officials who have supported their constituents by working to ensure mobility options remain available to those who depend on them. This elected official has demonstrated their commitment to assisting individuals maintain their independence and quality of life.

**All nominations must be received (not postmarked) by August 23, 2015. Nominations can be emailed to CTDOmbudsman@dot.state.fl.us or mailed to CTD, 605 Suwannee Street, MS 49, Tallahassee, Florida 32399-0450.**

**Previous year award winners are not eligible to receive an award for the same category.**

***PLEASE NOTE: The Awards Committee strongly encourages you to submit letters of support with your nominations. In the past, several great nominations were received and the support letters were the deciding factor. Please do not include copies of training certifications or employee recognition documentation with your nominations. You may summarize this information in your support letter. You may summarize this information in your support letter.***



## Most Recent Award Winners

<p><b>Safety Award of the Year</b></p> <p>2003 St. Johns County Council on Aging  2004 Suwannee River Economic Council, Lafayette County  2005 Suwannee River Economic Council, Lafayette County  2006 Suwannee Valley Transit Authority, Hamilton County  2007 Clay County Council on Aging, Clay County Transit  2008 Big Bend Transit, Inc., Gadsden Co.  2009 Zuni Transportation, Miami-Dade Co.  2010 Wakulla Co Senior Citizens Center  2011 MV Transportation, Alachua Co.  2012 Big Bend Transit, Inc., Jefferson Co.</p> <p><b>2013 Nominations Not Submitted</b></p> <p>2014 Collier Area Transit</p>	<p><b>The William G. &amp; Budd Bell Lifetime Achievement Award</b></p> <p>2003 Boyd Thompson  2004 Marc Wichman, DCF  2005 Walter Cadwell, Department of Transportation  2006 Jimmy Swisher  2007 Ken Fischer  2008 Marion "Mac" Glasgow  2009 Annette Stewart  2010 Marcia Staszko  2011 Ted Waters  2012 Pat Mulieri, Ed. D.  2013 Cathy Brown  2014 Joe &amp; Kitty King</p>
<p><b>Operator of the Year</b></p> <p>2003 Big Bend Transit  2004 Zuni Transportation, Inc. (Miami-Dade County)</p> <p><b>2005 Nominations Not Submitted</b></p> <p>2006 Sumter County BOCC/Fire Services Department  2007 MV Transportation, Inc., Lake County  2008 Two Wheels, Inc., Palm Beach Co.  2009 Advanced Transportation Solutions, LLC., Miami-Dade Co.  2010 Southeastern Christian Assembly Transport, Polk County  2011 TMS Management Group, Broward Co.</p> <p><b>2012 Nominations Not Submitted</b></p> <p>2013 MMG Transportation, Inc., Pasco Co.  2014 Elderpoint Ministries, Polk Co.</p>	<p><b>Innovation of the Year Award</b></p> <p>2003 Okaloosa County Board of County Commissioners  2004 Sarasota County Area Transit/SCAT  2005 Polk County Transit Services  2006 Tri-County Community Council, Inc.  2007 Mr. Nathan Jones, JTrans  2008 Ride Solution, Inc.  2009 Palm Tran Connection  2010 Medical Transportation Mgmt  2011 Polk County Transit  2012 Calhoun Co Senior Citizens Assoc. – Calhoun Transit  2013 Jacksonville Trans Authority  2014 Broward County Transit</p>
<p><b>Dispatcher/Scheduler of the Year</b></p> <p>2003 Pamela Baize (Citrus County)  2004 Luerine Bennett, Manatee County Area Transit  2005 Wanda Boggs, Ride Solution  2006 Lori Hall, Citrus County Transit  2008 Palm Tran Connection Scheduling Dept.  2009 Hillsborough County Dispatch/Scheduling Team  2010 Hector Betancourt, Polk Co Transit Services  2011 Delisia Pelt-Washington, Polk Co Transit  2012 Polk Co Transit Customer Svc, Scheduling &amp; Dispatch Team</p>	<p><b>Sheila Winitzer Shining Star Award</b></p> <p>2003 Dennis Dee (Palm Beach County)  2004 James Sparks, Sumter County  2005 Walter Cadwell, Department of Transportation  2006 Desiree Painter, Levy BOCC/Nature Coast Transit  2007 Ted Waters, Big Bend Transit, Inc.  2008 Marion "Mac" Glasgow  2010 Mildred Crawford, Gainesville Regional Transit System  2011 Rebecca Leng, Tampa Lighthouse for the Blind  2012 Jo Ann Hutchinson</p>

## Most Recent Award Winners

<p>2013 StarMetro Call Center, Dispatch &amp; Mobility Coord Team</p> <p>2014 Billy Bennett, Suwannee Valley Transit Authority</p> <p>2014 William Reynolds, VOTRAN</p>	<p>2013 Jim Van Pelt, Sarasota-Manatee MPO</p> <p>2014 Sharon Peeler, JTrans</p>
<p><b>Driver of the Year</b></p> <p>2003 Ernest Rittman</p> <p>2004 Rosalind Young, Clay County Council on Aging</p> <p>2005 Brenda Bland, Polk County Transit Services</p> <p>2006 Valerie Williams, Good Wheels, Inc.</p> <p>2007 Debra Christian, Polk County Transit Services</p> <p>2008 Barbara Hohmann, Space Coast Area Transit</p> <p>2009 Shelley Hardy, Space Coast Area Transit</p> <p>2009 Hector Pezzuto, Palm Beach Medical Transport</p> <p>2010 Charlene Gray, Citrus Co Transit</p> <p>2011 Brenda Bland, Polk Co Transit</p> <p>2011 Tonya Mullan, Sumter Co BOCC/Transit</p> <p>2012 Leonard "Ralph" Gagnier, Polk Co. Transit</p> <p>2012 Michael Wimberly, Calhoun Transit</p> <p>2013 Patricia Adams, Manatee Co Area Trans</p> <p>2013 Stewart Wood, VOTRAN</p> <p>2014 Eddie Romero, Clay Transit</p>	<p><b>Legislator of the Year</b></p> <p>2004 The Honorable Carole Green (R), The Florida House of Representatives</p> <p>2004 The Honorable Daniel Webster (R), The Florida Senate</p> <p>2005 The Honorable Mike Fasano (R), The Florida Senate</p> <p>2006 The Honorable Aaron P. Bean (R), The Florida House of Representatives</p> <p>2008 The Honorable Mike Fasano (R), The Florida Senate</p> <p>2008 The Honorable Julio Robaina (R), The Florida House of Representatives</p> <p>2009 The Honorable Mike Fasano (R), The Florida Senate</p> <p>2009 The Honorable Arthenia Joyner (D), The Florida Senate</p> <p>2009 The Honorable Rich Glorioso (R), The Florida House of Representatives</p> <p>2009 The Honorable Clay Ford (R), The Florida House of Representatives</p> <p>2011 The Honorable Mike Fasano (R), The Florida Senate</p> <p>2011 The Honorable Denise Grimsley (R), The Florida House of Representatives</p> <p>2011 The Honorable Garrett Richter (R), The Florida Senate</p> <p>2012 The Honorable Lizbeth Benacquisto, (R), The Florida Senate</p> <p>2012 The Honorable Denise Grimsley (R), The Florida House of Representatives</p> <p>2014 Senator Audrey Gibson</p>
<p><b>Urban Community Transportation Coordinator</b></p> <p>2003 Broward County Transit</p> <p>2004 Polk County Transportation System</p> <p>2005 Charlotte County Transit Division</p> <p>2006 Palm Tran Connection</p> <p>2007 Hillsborough County BOCC, Sunshine Line</p> <p>2008 Broward County Paratransit Services</p> <p>2009 Palm Tran Connection</p> <p>2010 LYNX Central Florida Regional Trans Auth</p>	<p><b>Rural Community Transportation Coordinator</b></p> <p>2004 Sumter County Transit</p> <p>2005 Suwannee Valley Transit Authority</p> <p>2006 Calhoun Co Senior Citizens Assoc., Inc.</p> <p>2007 Liberty Co BOCC, Liberty County Transit</p> <p>2008 Jackson Co Transportation, Inc., JTrans</p> <p>2009 Suwannee River Economic Council, Gilchrist &amp; Lafayette Counties</p> <p>2010 Citrus County Transit</p> <p><b>2011 Nominations Not Submitted</b></p>

## Most Recent Award Winners

2011 Senior Resource Association, Inc., Indian River Co. 2012 StarMetro 2013 Hillsborough Co Sunshine Line 2014 Pinellas Suncoast Transit Authority	2012 Sumter County Transit 2013 Citrus County Transit 2014 Lake Co. Board of Co. Commissioners, Lake Co. Transit
<b>Transportation Volunteer of the Year</b> 2003 Gregg Hall (Polk County) 2003 Lindon Lindsey, (Levy County) 2004 David Evans, Palm Beach County 2005 Karen Nolte, Sumter County LCB 2006 Mildred Haygood, Sumter County LCB 2007 Leroy Clay, Liberty County Transit 2008 Valerie Barber-Simpson, Orange, Osceola & Seminole Co. LCB's 2009 Robert "Bob" Garlanger, St. Johns County Council on Aging, Inc. 2010 David Dixon, Volusia Co LCB 2011 William "Lundy" Parden, Indian River Co. 2012 Roberta "Rusty" Van Sickle 2013 Mary Link Bennett 2014 Jane Walker 2014 Michael Raposa	<b>Outstanding Coordinating Board of the Year</b> 2003 Sumter Co Coordinating Board 2004 Sumter Co Coordinating Board 2005 Jefferson Co Coordinating Board 2006 Volusia Co Coordinating Board 2007 Citrus Co Coordinating Board 2008 Liberty Co Coordinating Board 2009 Lake Co Coordinating Board 2010 Palm Beach Co Coordinating Board 2011 Polk Co Coordinating Board 2012 Alachua Co Coordinating Board 2013 Miami-Dade Co Local Coordinating Board 2014 Monroe Co Coordinating Board
<b>Outstanding Designated Official Planning Agency of the Year</b> 2003 North Central Florida RPC 2004 Withlacoochee Regional Planning Council 2005 Capital Region Transportation Planning Agency 2006 Central Florida Regional Planning Council 2007 Capitol Region Transportation Planning Agency 2008 Volusia County MPO 2009 Miami-Dade MPO 2010 Indian River MPO 2011 Apalachee Regional Planning Council 2012 Broward MPO 2013 Lake-Sumter MPO 2014 Northeast Florida RPC	<b>Elected Official of the Year</b> 2013 Comm Doug Conkey, Clay County BOCC 2013 Comm Donna Fiala, Collier Co BOCC 2014 Commissioner Eula Clark, City of Stuart 2014 Hillsborough Co Board of Co Commissioners



# ATTENDANCE RECORD

## LEVY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEMBER/ORGANIZATION	NAME	8/14/2014	11/20/2014	1/15/2015	4/15/2015
Chair	Commissioner John Meeks	Ryan Bell	A	P	P
Alternate Member	Danny Stevens	A	A	A	A
Florida Department of Transportation	Sandra Collins	A	A	P	A
Alternate Member	Doreen Joyner-Howard	A	A	A	A
Florida Department of Children and Families	Vickie Menasco	A	A	P	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Melinda M. Jordan	A	P	A	P
Alternate Member	Heather Davis	A	A	A	A
Florida Department of Elder Affairs	Kay Stephens	A	A	P	P
Alternate Member	Bernadette Preble	A	P	A	A
Florida Agency for Health Care Administration	Vacant				
Alternate Member	Vacant				
Regional Workforce Board	Kathleen Woodring	A	A	A	P
Alternate Member	Dale French	P	P	P	A
Florida Association for Community Action	Katrina Bowers	A	A	A	A
Alternate Member	Cindy Morgan	A	A	A	A
Public Education	Steve Tyson	P	P	P	P
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Robert E. Lowyns	A	A	P	A
Alternate Member	Julie E. Rose	P	A	A	P
Citizen Advocate	Renate M. Cannon	P	P	P	P
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	P	P	P
Alternate Member	Vacant				
Persons with Disabilities	Lindon Lindsey	A	P	P	P
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Tonya Hiers	A	A	P	A
Alternate Member	Brooke Ward	A	A	A	P
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

ATTENDANCE POLICY: According to Section G (10) of the Bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."