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April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Gilchrist County Transportation Disadvantaged Coordinating Board will meet **Wednesday, April 12, 2017 at 1:30 p.m.** or as soon thereafter the public workshop in the meeting room of **Suwannee River Economic Council located at 1439 SW CR 307A** in Trenton, Florida. This is an important meeting of the Board. At this meeting, the Board will review and approve the 2017/18 Gilchrist County Transportation Disadvantaged Service Plan and the Fiscal Year 2017/18 Transportation Disadvantaged Program service rates. All Board members are encouraged to attend this meeting.

If you would like to participate in the meeting via teleconference, the dial in number is: toll free 888.670.3525, conference code 6025675116. **Please note that a physical quorum of Board members must be present to constitute a quorum.**

Attached is the meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at 1-800-226-0690 extension 110.

Attachments

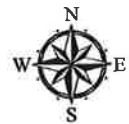
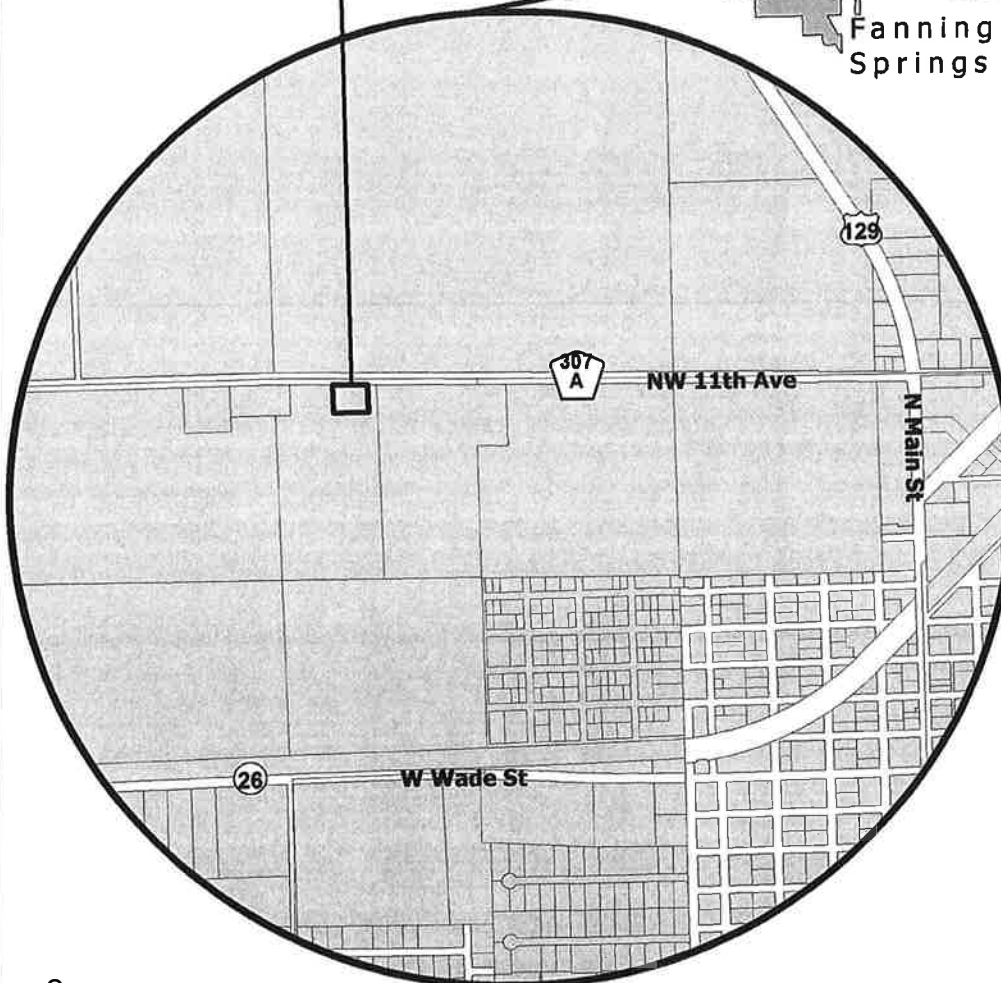
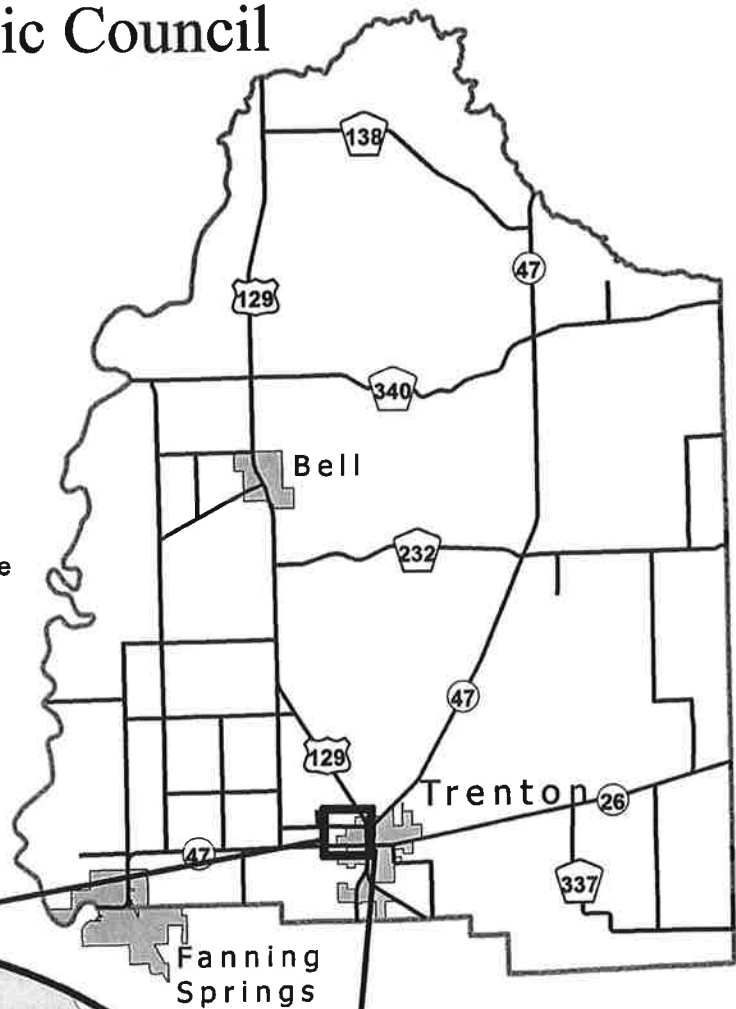
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Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Suwannee River Economic Council Meeting Facility 1439 SW CR 307A Trenton, Florida 32693

Directions: From the intersection of U.S. Highway 129 (also known as Main St) and SW County Road 307A (also known as NW 11th Ave) in the City of Trenton, head West onto SW County Road 307A (also known as NW 11th Ave), travel approximately 0.7 miles, and the Suwannee River Economic Council Meeting Facility will be on the left, on the South side of SW County Road 307A (also known as NW 11th Ave).

Suwannee River  
Economic Council  
Meeting Facility



1 inch = 1,250 feet





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

**Meeting Room**  
**Suwannee River Economic Council**  
**1439 SW CR 307A**  
**Trenton, Florida**

Wednesday  
April 12, 2017  
1:30 p.m. or as soon thereafter  
the public workshop

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

- A. Invocation**
- B. Pledge of Allegiance**
- C. Introductions**
- D. Approval of the Meeting Agenda** **ACTION REQUIRED**
- E. Approval of the January 11, 2017 Minutes** **Page 7** **ACTION REQUIRED**

**II. UNFINISHED BUSINESS**

- A. Transportation Needs Survey** **Page 11** **NO ACTION REQUIRED**

**III. NEW BUSINESS**

- A. Suwannee River Economic Council 2015/16 Compliance Monitoring Report** **Page 19** **NO ACTION REQUIRED**

The Board needs to review Suwannee River Economic Council's 2015/16 Compliance Monitoring Report

- B. 2017/18 Gilchrist County Transportation Disadvantaged Service Plan** **Page 33** **ACTION REQUIRED**

The Board needs to review and approve the 2017/18 Gilchrist County Transportation Disadvantaged Service Plan

**C. Elect Vice-Chair** **Page 111** **ACTION REQUIRED**

The Board needs to re-elect Richard Esseck as Vice-Chair or elect a new Vice-Chair

**D. Suwannee River Economic Council Operations Reports** **Page 113** **NO ACTION REQUIRED**

**E. 2017 Florida Legislative Session** **Page 119** **NO ACTION REQUIRED**

**IV. OTHER BUSINESS**

**A. Comments**

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

**V. FUTURE MEETING DATES**

- A. July 12, 2017 at 1:30 p.m.**
- B. October 5, 2017 at 1:30 p.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.

**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Marion Poitevint Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Debbie Andrews Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education
Miriam Otera Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Selvin Cray Regional Workforce Board Grievance Committee Member	Sifoa Nunu Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Michelle Walker-Crawford Public Education	Julie C. Thomas Public Education
Jim Mash Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Jim McCrone Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Leslie Esseck Persons with Disabilities Grievance Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Richard Esseck, Vice-Chair Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Brittney Keeling Medical Community Term ending June 30, 2019	Krishna Stemple Medical Community Term ending June 30, 2019
Sandra Woodard Children at Risk Grievance Committee Member Term ending June 30, 2019	Brooke Ward Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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



**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Meeting Room  
Suwannee River Economic Council  
Trenton, Florida

Wednesday  
January 11, 2017  
1:30 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Marion Poitevint, Chair  
Sandra Collins, Florida Department of Transportation Representative  
Leslie Esseck, Persons with Disabilities Representative  
Richard Esseck, Elderly Representative  
Brittney Keeling, Medical Community Representative  
Jim McCrone, Citizen Advocate-User Representative  
Sandra Woodard, Early Childhood Services Representative

**VOTING MEMBERS ABSENT**

Jeff Aboumrad, Florida Department of Education Representative  
Debbie Andrews, Florida Department of Children and Families  
Michelle Walker-Crawford, Public Education Representative  
Jim Mash, Veterans Representative  
Deweece Ogden, Florida Agency for Health Care Administration Representative

**ALTERNATE MEMBERS PRESENT**

Krishna Stemple, Medical Community Representative

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Chair Poitevint called the meeting to order at 1:30 p.m.

**A. Invocation**

Mr. Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

Richard Esseck led the Board in reciting the Pledge of Allegiance.

**C. Introductions**

Chair Poitevint asked everyone to introduce themselves.

**D. Approval of the Meeting Agenda**

**ACTION: Sandra Woodard moved to approve the meeting agenda. Richard Esseck seconded; motion passed unanimously.**

**E. Approval of the October 12, 2016 Meeting Minutes**

**ACTION: Sandra Woodard moved to approve the October 12, 2016 meeting minutes. Brittny Keeling seconded; motion passed unanimously.**

**II. UNFINISHED BUSINESS**

Ms. Lynn stated that, at its October 12, 2016 meeting, the Board asked staff to draft a transportation needs survey that may be used to determine if there is a need for additional public transportation services in Gilchrist County. She said the draft survey is included in the meeting packet for the Board's review.

The Board reviewed and discussed the draft survey. The Board asked staff to make suggested changes to the survey and email the revised draft survey to the Board members.

**III. NEW BUSINESS**

**A. Gilchrist County Transportation Disadvantaged Service Plan Amendments**

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that transportation projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act must be included in the Gilchrist County Transportation Disadvantaged Service Plan. She said Suwannee River Economic Council applied for U.S.C. Section 5311 and 5339 grant funding. She said these projects have been included in the Gilchrist County Transportation Disadvantaged Service Plan. She said the Board must approve the inclusion of these projects in the Plan in order for Suwannee River Economic Council to receive funding.



**ACTION:** Richard Esseck moved to approve the amendments to the Gilchrist County Transportation Disadvantaged Service Plan. Sandra Woodard seconded; motion passed unanimously.

**B. Suwannee River Economic Council Operations Reports**

Mr. Matthew Pearson, Suwannee River Economic Council Executive Director, discussed the operations reports.

**IV. OTHER BUSINESS**

**A. Comments**

**1. Members**

Sandra Collins commended Suwannee River Economic Council for the excellent transportation services they provide to Gilchrist County residents.

**2. Citizens**

There were no citizen comments.

**V. FUTURE MEETING DATES**

Chair Poitevint stated that the next meeting of the Board is scheduled for Wednesday, January April 12, 2017 at 1:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.

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Coordinating Board Chair

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Date





April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Gilchrist County Transportation Needs Survey

#### RECOMMENDATION

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

#### BACKGROUND

At its October 12, 2016 meeting, the Board asked staff to draft a transportation needs survey to determine if there is a need for additional public transportation service in Gilchrist County. The final survey was posted on Survey Monkey and distributed by Mr. Richard Esseck at the following locations:

- Gilchrist County Public Library
- Suwannee River Economic Council Senior Center
- Food distribution in Bell
- Faith food distribution in Bell
- Cruse Center meal site
- Riverside Baptist Church meal site

Attached are the total survey results and results by zip code. Also, attached is a zip code map.

If you have any questions concerning this matter, please do not hesitate to contact me.

#### Attachments

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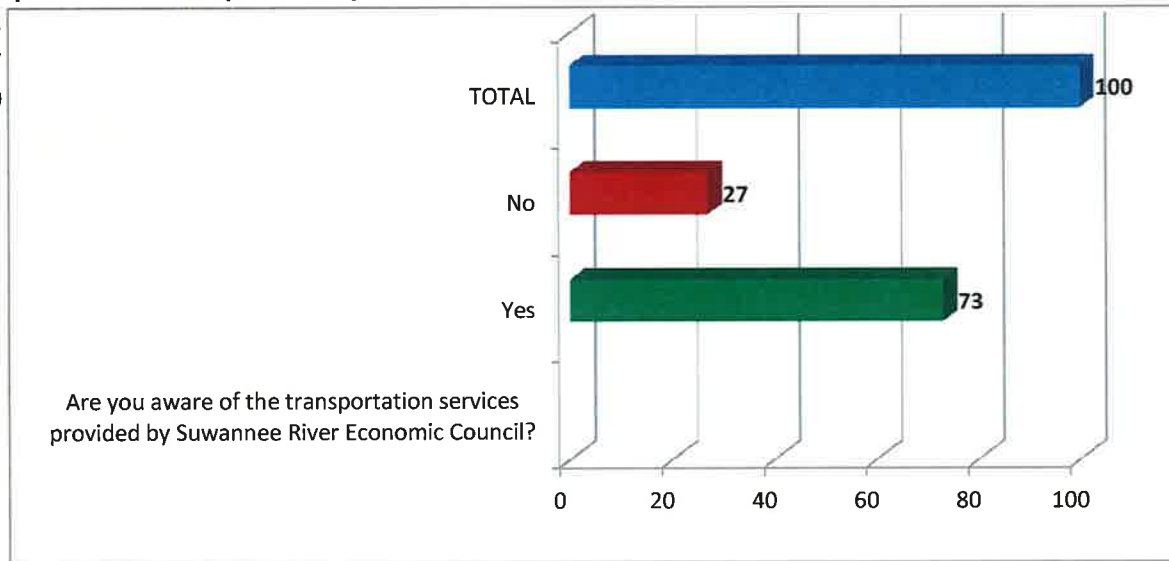
## **GILCHRIST COUNTY TRANSPORTATION NEEDS SURVEY RESULTS**

- Majority of respondents live in the 32619 and 32693 zip codes.
- Majority of respondents are aware of the transportation services provided by Suwannee River Economic Council.
- Majority of respondents (or anyone in their household) do not use transportation services provided by Suwannee River Economic Council.
- Majority of respondents (or someone in their household) need transportation to get to the doctor, pharmacy, grocery store, work or other activities.
- Majority of respondents would use transportation services provided by Suwannee River Economic Council.
- Majority of respondents would use transportation services provided by Suwannee River Economic Council on a weekly basis.

## GILCHRIST COUNTY TRANSPORTATION NEEDS SURVEY RESULTS

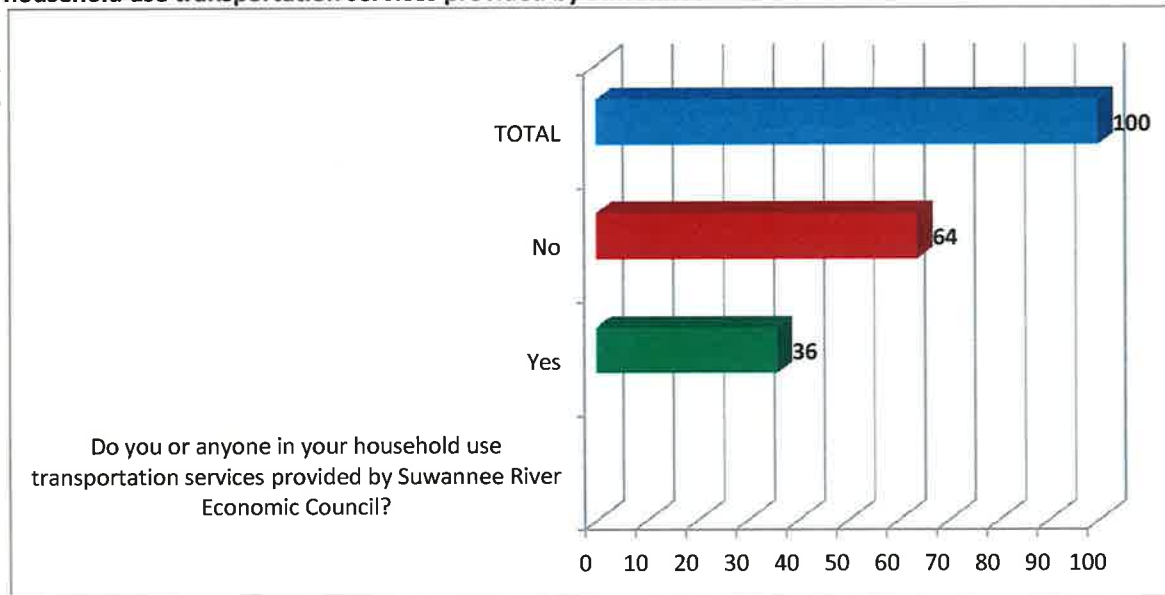
**Are you aware of the transportation services provided by Suwannee River Economic Council?**

Yes 73  
No 27  
TOTAL 100



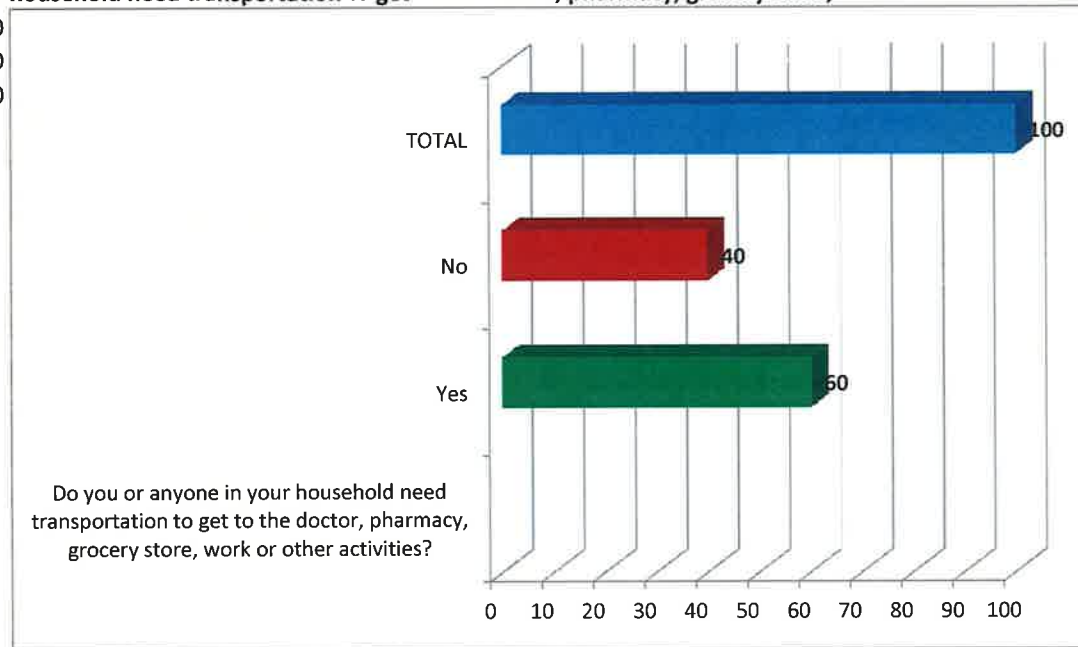
**Do you or anyone in your household use transportation services provided by Suwannee River Economic Council?**

Yes 36  
No 64  
TOTAL 100



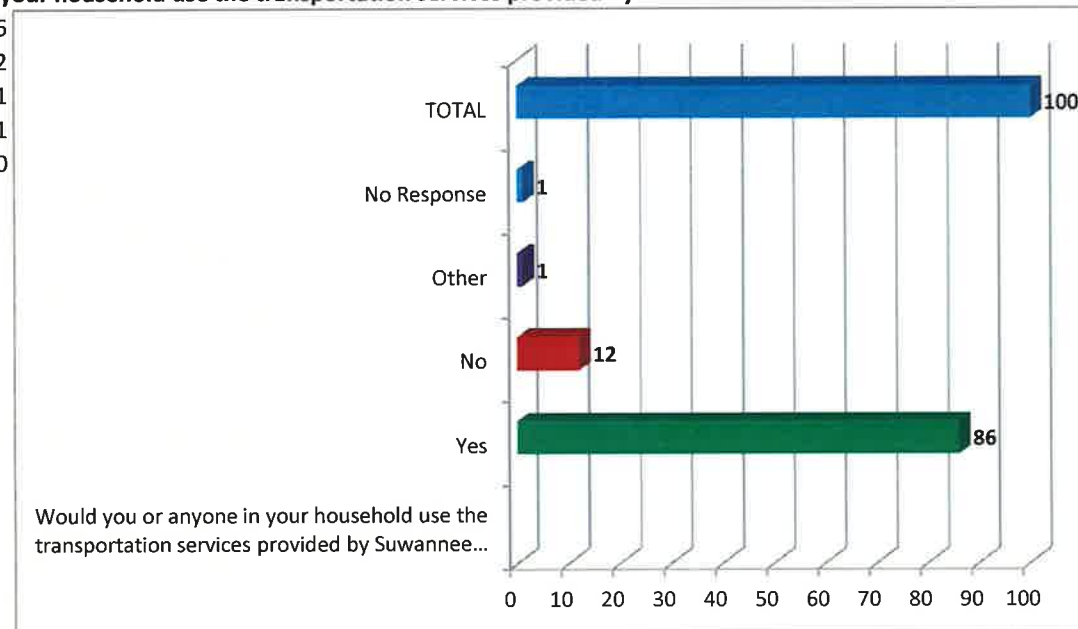
**Do you or anyone in your household need transportation to get to the doctor, pharmacy, grocery store, work or other activities?**

Yes 60  
No 40  
TOTAL 100



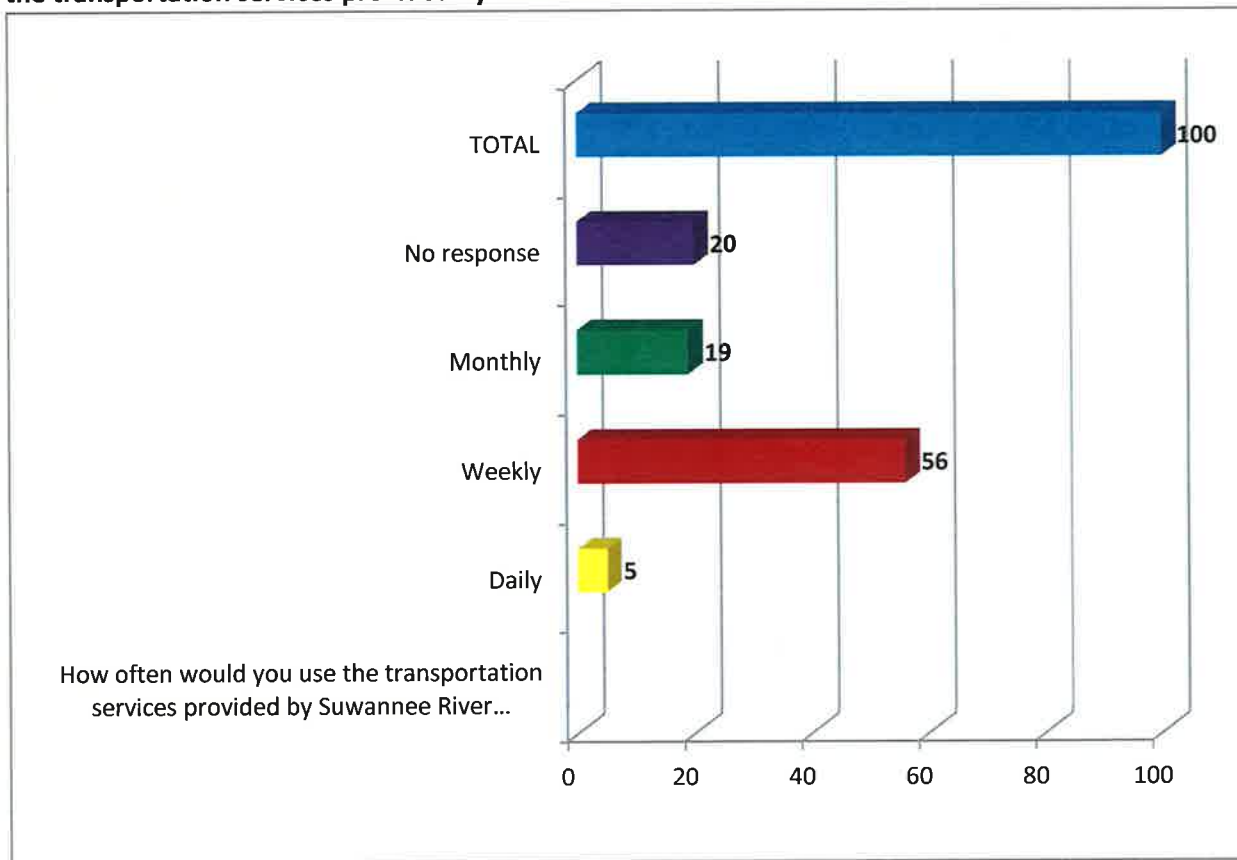
**Would you or anyone in your household use the transportation services provided by Suwannee River Economic Council?**

Yes 86  
No 12  
Other 1  
No Response 1  
TOTAL 100



**How often would you use the transportation services provided by Suwannee River Economic Council?**

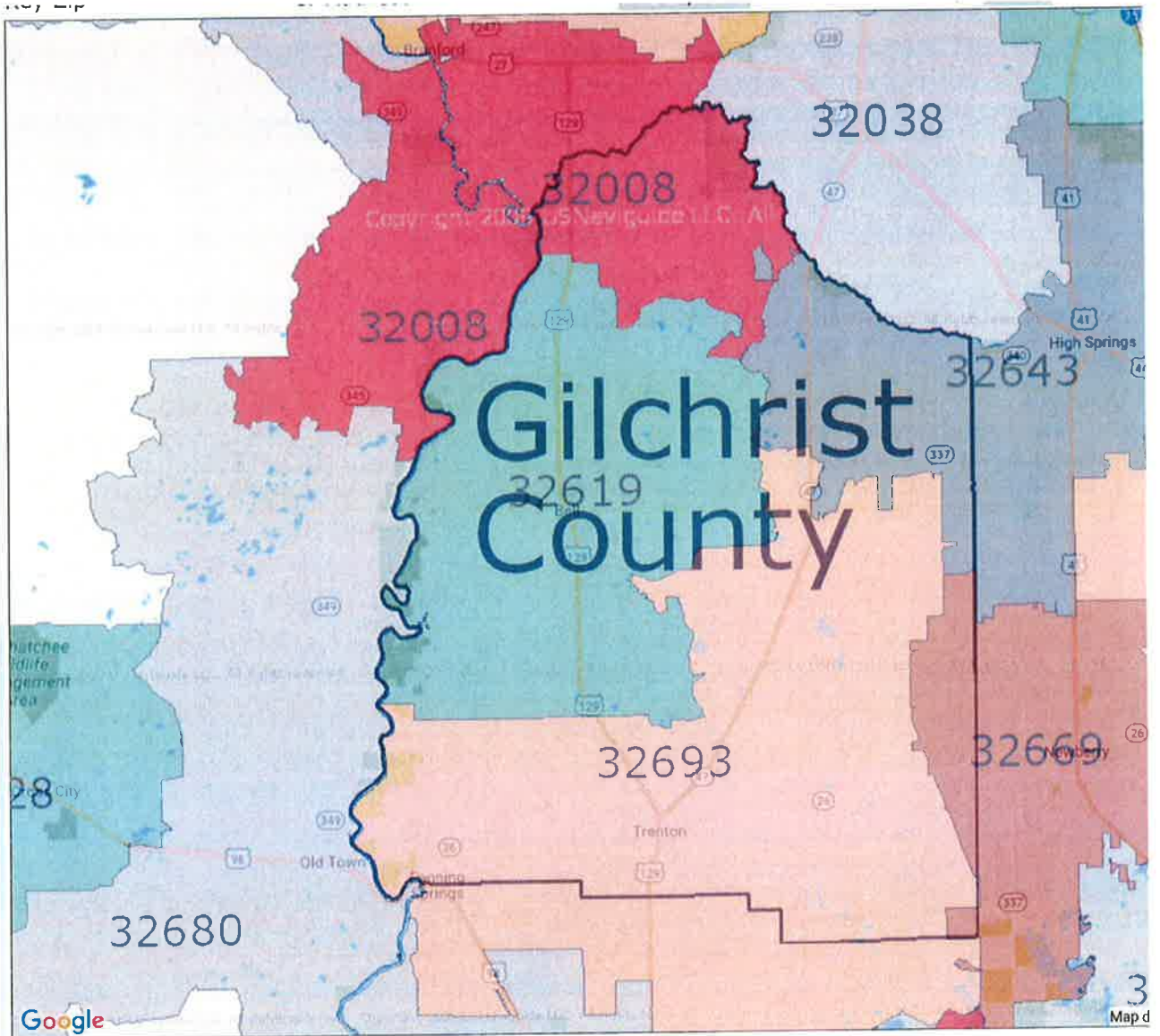
Daily 5  
Weekly 56  
Monthly 19  
No response 20  
TOTAL 100





**GILCHRIST COUNTY TRANSPORTATION NEEDS SURVEY RESULTS**

<b>ZIP CODE</b>	<b>32619</b>	<b>32693</b>	<b>32008</b>	<b>32626</b>	<b>32643</b>	<b>32680</b>	<b>32066</b>	<b>TOTAL</b>
<b>1. Are you aware of the transportation services provided by Suwannee River Economic Council?</b>								
Yes	27	25	12	5	1	2	1	73
No	7	8	8	0	4	0	0	27
<b>TOTAL</b>	<b>34</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>100</b>
<b>2. Do you or anyone in your household use transportation services provided by Suwannee River Economic Council?</b>								
Yes	17	10	5	3	0	1	0	36
No	17	23	15	2	5	1	1	64
<b>TOTAL</b>	<b>34</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>100</b>
<b>3. Do you or anyone in your household need transportation to get to the doctor, pharmacy, grocery store, work or other activities?</b>								
Yes	24	17	11	3	2	2	1	60
No	10	16	9	2	3	0	0	40
<b>TOTAL</b>	<b>34</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>100</b>
<b>4. Would you or anyone in your household use the transportation services provided by Suwannee River Economic Council?</b>								
Yes	30	27	18	4	4	2	1	86
No	4	5	1	1	1	0	0	12
Other	0	1	0	0	0	0	0	1
No Response	0	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>34</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>100</b>
<b>5. How often would you use the transportation services provided by Suwannee River Economic Council?</b>								
Daily	2	1	1	0	0	1	0	5
Weekly	20	19	11	3	2	1	0	56
Monthly	5	6	6	0	1	0	1	19
No response	7	7	2	2	2	0	0	20
<b>TOTAL</b>	<b>34</b>	<b>33</b>	<b>20</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>100</b>



This page shows a Google Map of USPS Zip Codes for Gilchrist County, Florida.  
Users can easily view the boundaries of each Zip Code and the county as a whole.

[Index](#) [Instructions](#) [Privacy Policy](#) [Purchase advertising on our site](#)

Gilchrist County, Florida Zip Code Polygon Map Version 3.1 Copyright © 1996-2017 USNaviguide LLC. All rights reserved.



## III.A

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April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council  
2015/16 Compliance Monitoring Report

### RECOMMENDATION

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

### BACKGROUND

The Florida Commission for the Transportation Disadvantaged contracted with Thomas Howell Ferguson, P.A. to conduct compliance consulting services of Suwannee River Economic Council as the Dixie County Community Transportation Coordinator. The review period was July 1, 2015 through June 30, 2016. Attached is the 2015-16 Compliance Monitoring Report.

If you have any questions regarding the attached report, please do not hesitate to contact me.

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.



October 11, 2016

Florida Commission for the Transportation Disadvantaged  
Tallahassee, Florida

Suwannee River Economic Council  
Gilchrist County Community Transportation Coordinator  
Live Oak, Florida

We have performed specific compliance consulting services as enumerated in FCTD's 2015-16 monitoring tool. These services were contracted by the Florida Commission for the Transportation Disadvantaged (FCTD) to comply with its programmatic oversight and monitoring responsibilities related to:


- *Florida Statutes Chapter 427*
- *Florida Administrative Code Rule 41.2*
- *Florida Administrative Code Rule 14.90*
- *The Transportation Disadvantaged Service Plan (TDSP)*
- *The System Safety Program Plan (SSPP)*
- *The FCTD Memorandum of Agreement (MOA)*

These consulting services were conducted in accordance with the Statements on Standards for Consulting Services established by the American Institute of Certified Public Accountants. The sufficiency of the consulting services is solely the responsibility of FCTD. Consequently, we make no representations regarding the sufficiency of the consulting services performed, either for the purpose for which this report has been requested or for any other purpose.

On October 11, 2016, we visited the Suwannee River Economic Council, Gilchrist County Community Transportation Coordinator and performed compliance consulting services as summarized in FCTD's 2015-16 compliance monitoring tool for the period of July 1, 2015 through June 30, 2016. The procedures performed and our related findings begin on page 2 of this report.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the CTC's compliance with the statutes, plans, and agreements identified above. Accordingly, we do not express such an opinion.

This report is intended solely for the information and use of FCTD, the CTC governing board and management, and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.  
Tallahassee, Florida

**Suwannee River Economic Council  
Gilchrist County Community Transportation Coordinator  
2015-16 Compliance Monitoring Report**

**Executive Summary**

Organization Environment: Rural  
Organization Type: Private nonprofit  
Network Type: Partially brokered

**Findings**

We performed specific compliance consulting services based on the detailed testing tasks identified in the FCTD's 2015-16 monitoring tool. Our procedures were performed using firm and professional standards. A summary of the testing categories used during this engagement and the related monitoring results are provided as follows:

Monitoring Results/Issues	Prior Year Findings - Resolved	Prior Year Findings - Unresolved	Current Year Findings
General Information	-	-	1
Florida Statutes Chapter 427	-	-	-
Florida Administrative Code Rule 41-2	-	-	-
Florida Administrative Code Rule 14-90	-	-	-
Internal Control Survey	-	-	-
Financial Activity Analysis	-	-	-
TD Rate Calculation	-	-	-
Rider, Contractor, and Purchasing Agent Surveys	-	-	-
<b>TOTAL</b>	-	-	1

Detailed information about these findings is provided in the following Schedule of Findings. If the CTC has current year findings, it must submit a Corrective Action Plan response to FCTD within 30 days of receipt of this report. If you have questions about the Corrective Action Plan process, please contact your FCTD Regional Area Program Manager.

**Suggestions**

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations and our related suggestions is provided in the Suggestions Letter. The suggestions resulting from our site visit are summarized as follows:

- Suggestion # 1- AOR and Rate Model Procedures**
- Suggestion # 2 - Eligibility Criteria and management approval of applications**

This correspondence is intended solely for the information and use of the FCTD, CTC management, and the CTC's governing board and is not intended to be and should not be used by anyone other than these specified parties.

**Suwannee River Economic Council  
Gilchrist County Community Transportation Coordinator  
2015-16 Compliance Monitoring Report**

**Schedule of Findings**

**Findings**

We performed specific compliance consulting services based on the detailed testing tasks list in FCTD's 2015-16 monitoring tool which is available on the Commission's website. The monitoring procedures performed included sufficient tests of details of transactions, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support the current year findings and recommendations. Detailed information for these items is disclosed in the following section of this report.

**Prior Year Findings**

The most recent monitoring visit prior to this was completed in 2010. Therefore, with respect to this report, any prior year findings were not including in the summary findings table on page 2.

**Current Year Findings – Monitoring Period = July 1, 2015 through June 30, 2016**

**Finding # Gilchrist CTC 2015-16-001**  
**General Information (Eligibility)**

**Finding:** Per Florida Statute, the CTC, in cooperation with the coordinating board and pursuant to criteria developed by the Florida Commission for the Transportation Disadvantaged (FCTD), shall establish eligibility guidelines with regard to the recipients of non-sponsored transportation disadvantaged services that are purchased with Transportation Disadvantaged Trust Fund monies. The CTC represents that they are performing the required assessments and was able to provide requested assessments for the riders selected. However, one out of the 20 selected was an escort to another rider. The Florida Commission for the CTD Transportation Disadvantaged Program Manual for the Trip and Equipment grant specifically states that personal care attendants, escorts, or companions of eligible individuals are not eligible for TD reimbursement.

**Criteria:** The FCTD Trip and Equipment Grant Program Manual, Part I, section 1(B)(1)

**Cause:** Invoices submitted were not reviewed prior to submission to determine that such ineligible riders were excluded from billed trips.

**Recommendation(s):** We recommend that the CTC establish controls to review invoices prior to submission for payment to ensure that escorts, personal care attendants, or companions of eligible riders are not billed to TD for reimbursement. We also recommend that the CTC review invoices submitted during the monitoring period to determine the dollar amount billed for ineligible riders such as escorts and that the dollar amount billed be reported to TD. The CTC should continue to track the volume of trips associated with these types of riders to be able to recognize them as a cost of doing business and be accounted for when determining rate structure.

**Suwannee River Economic Council  
Gilchrist County Community Transportation Coordinator  
2015-16 Compliance Monitoring Report**

**Schedule of Findings (continued)**

**Other Testing Categories:**

Florida Statutes Chapter 427 – No findings noted in the current monitoring period.

Florida Administrative Code Rule 41.2– No findings noted in the current monitoring period.

Florida Administrative Code Rule 14.90 – No findings noted in the current monitoring period.

Internal Control Survey – No findings noted in the current monitoring period.

Financial Activity Analysis – No findings noted in the current monitoring period.

TD Rate Calculation – No findings noted in the current monitoring period.

Rider, Contractor, and Purchasing Agent Surveys – No findings noted in the current monitoring period.



## **Suggestions Letter**

October 11, 2016

Florida Commission for the Transportation Disadvantaged  
Tallahassee, Florida

Suwannee River Economic Council  
Gilchrist County Community Transportation Coordinator  
Live Oak, Florida

In planning and performing the specific compliance consulting services for Suwannee River Economic Council, Gilchrist County Community Transportation Coordinator (CTC) for the period July 1, 2015 through June 30, 2016, we considered the CTC's program activities, its operating model, and disclosed internal controls in order to complete the tasks identified in FCTD's monitoring tool and not to provide assurance on the entity's internal control.

However, during this monitoring engagement, we became aware of certain matters that are opportunities for strengthening internal control and/or operating efficiency. In our report dated October 11, 2016, we reported on Suwannee River Economic Council, Gilchrist County Community Transportation Coordinator's instances of noncompliance with the types of compliance requirements that could have a significant effect on the state programs monitored by FCTD. This letter does not affect that report.

We recommend FCTD review the status of these comments during the next monitoring cycle. We have discussed these comments and suggestions with the CTC Executive Director, Matt Pearson. We would be pleased to discuss these comments, which are described below, in further detail at your convenience, to perform any additional study of these matters, or to assist you with implementation of the recommendations.

### **Suggestions from 2015-16 Onsite Monitoring Visit**

#### **Suggestion #1 - AOR and Rate Model Procedures**

Our monitoring procedures included the inspection of the CTC's documentation supporting the passenger trips, passenger miles, and revenue and expense amounts included on the AOR and the Rate Model. For each of the items we selected to trace, the CTC was able to provide documentation supporting data entered on the AOR and the Rate Model. Written procedures describing the process used to prepare the AOR and Rate Model do exist, however they need to be updated to ensure consistency and accuracy in the preparation of the AOR and Rate Model. The written procedures should address which position within the CTC will be responsible for preparing the AOR and Rate Model, which position will be responsible for reviewing the completed AOR and Rate Model, what documentation will be maintained to support the amounts reported, and how that documentation should be maintained.

Suggestions Letter  
Page Two

Suggestions from 2015-16 Onsite Monitoring Visit (continued)

**Suggestion #2 - Eligibility Criteria and management approval of applications**

Our monitoring procedures included the inspection of rider eligibility forms and the eligibility criteria established with the TDSP. Although the CTC had established criteria, it was not clear when certifying whether a rider was eligible for TD services. Also some applications were approved by management and some were not. Through inquiry with the CTC it was also noted that there is no recertification process to determine whether a riders eligibility criteria has changed from year to year.

To ensure that the riders are eligible for transportation funded by TD, we recommend that the CTC update their eligibility criteria to require supporting documentation from the riders to support their application and eligibility. We also recommend that the CTC management personnel responsible for reviewing rider applications clearly indicate their approval or denial of eligibility and then sign and date the application. Finally, we recommend the CTC establish a recertification process to ensure that the rider's situation has not changed and they remain eligible for TD funds rides.

*Thomas Howell Ferguson P.A.*

Thomas Howell Ferguson P.A.  
Tallahassee, Florida

Suwannee River Economic Council, Inc.

2015-2016 Compliance Monitoring  
Commission for the Transportation Disadvantaged

Gilchrist County

October 2016

Corrective Action Plan

**FINDING # Gilchrist CTC 2015-16-001**

General Information (Eligibility)

1. Recommendation: The CTC establish controls to review invoices prior to submission for payment to ensure that escorts, personal care attendants, or companions of eligible riders are not billed to TD for reimbursement.
2. Recommendation: The CTC review invoices submitted during the monitoring period to determine the dollar amount billed for ineligible riders such as escorts, and that the dollar amount billed be reported to TD.
3. Recommendation: The CTC should continue to track the volume of trips associated with these types of riders to be able to recognize them as a cost of doing business and be accounted for when determining rate structure.

*Corrective Action Plan: We have established a system of checks and balances in the transit software program to identify a TD rider and his/her escort separately so that the expense for transporting the escort is not billed to CTD. Since a passenger may ride as an Escort on one occasion but ride as a qualified, approved TD rider on a separate occasion, the Dispatchers have received additional training to be able to decipher what circumstances constitute the differing categories, thus insuring the passenger is assigned the correct account code within the transit software.*

### **SUGGESTION #1 – AOR and Rate Model Procedures**

1. Written procedures used to prepare the AOR and Rate Model need to be updated to ensure consistency and accuracy in the preparation of the AOR and Rate Model.
2. Written procedures should address:
  - a) Which position with the CTC will be responsible for preparing the AOR and Rate Model;
  - b) Which position will be responsible for reviewing the complete documents;
  - c) What documentation will be maintained to support the amounts reported;
  - d) How that documentation should be maintained.

*Corrective Action Plan: Written procedures for the Rate Model are attached (see Attachment #1).  
Written procedures for the Annual Operations Report are attached (see Attachment #2).*

### **SUGGESTION #2 – Eligibility criteria and Management Approval of Applications**

1. The CTC should update their eligibility criteria to require supporting documentation from the riders to support their application and eligibility.
2. The CTC management personnel responsible for reviewing rider application should clearly indicate their approval or denial of eligibility, and sign and date the application.
3. The CTC should establish a recertification process to ensure the rider's situation has not changed and they remain eligible for TD funded rides.

*Corrective Action Plan: The Dispatchers have been advised to send all TD Intake Applications to the Transportation administration office for final approval and documentation. The Director of Transportation will oversee the verification of the TD applicant's eligibility for final approval.*

*A recertification process has been established to ensure a TD rider's eligibility status is current. TD riders will be required to update their application annually.*

# Attachment #1

## Rate Model Procedures

## Rate Model Procedures

### Director of Transportation

- A. Documents needed for Rate Model Input:
  - 1. Prior year's AOR revenue, expenses, and trips\*
  - 2. Prior year's passenger miles traveled
  - 3. Prior year's total trips, wheelchair trips, stretcher trips
  - 4. Rate Model form from CTD with accompanying instructions
  - 5. Budget for upcoming year (see C below)
  - 6. Information about policy changes and/or service changes that will affect cost, revenues or trips
- B. Finance Director and Transportation Director will work together to gather the information to be considered in preparation of the Rate Model:
  - 1. Prior year's revenues
  - 2. Prior year's expenses
  - 3. Subsidy revenue sources (5311 for example)
  - 4. Local donations will be considered
  - 5. Future program growth
  - 6. Future program reductions (trip needs and request)
  - 7. Possible changes to the Transportation program
- C. Finance Director will prepare a budget for the upcoming year with input from the Transportation Director:
  - 1. Estimate passenger miles to be traveled during the upcoming year for the following groups (based on previous year's report data as submitted to and approved by the Local Coordinating Transportation Board for each County):
    - a. Ambulatory
    - b. Wheelchair
    - c. Stretcher
  - 2. Estimate number of trips to be performed during the upcoming year for the following groups (based on previous year's report data as submitted to and approved by the Local Coordinating Transportation Board for each County):
    - a. Ambulatory
    - b. Wheelchair
    - c. Stretcher
- D. Using information gathered in B and C above, enter information into Rate Model form. A separate Rate Model is prepared for each County.
- E. Retain backup documentation for future information.
- F. Once finalized and approved by Executive Director, submit to CTD for approval.
- G. When final approval has been received from CTD print copies of Rate Model for SREC records.

\* Finance uses Aliba MIP Fund Accounting system to prepare the AOR. In the accounting system the accountant selects: Reports; Financial Statements; Statement of Revenue and Expenses; TRS Annual. The report is prepared by the accountants and reviewed by the Director of Finance.

## Attachment #2

# Annual Operations Report Procedures

## Transportation Annual Operations Report Procedures

### DIXIE, GILCHRIST, LAFAYETTE COUNTIES

#### Director of Transportation

1. When the AOR instruction packet is received via email from the CTD, access the County's report data base and print blank copies of the report for working copies.
2. Send blank forms of the Revenues section and Expenses section to Finance Department. Finance uses Aliba MIP Fund Accounting system to prepare the AOR. In the accounting system the accountant selects: Reports; Financial Statements; Statement of Revenue and Expenses; TRS Annual. The report is prepared by the accountants and reviewed by the Director of Finance.
3. Using the monthly and quarterly reports data from the previous year as submitted to and approved by the Local Coordinating Transportation Board, coordinate with Transportation Program Assistant in compiling said data into yearly totals in all other sections of the AOR report form.
4. Follow detailed report instructions received from the CTD and complete the report using the data collected from 2 and 3 above. Using the previous year's AOR, compare the current working report's numbers to insure a measure of accuracy and consistency.
5. Add justifications for +/- 10% changes as necessary. CTD report form will prompt the user when a justification is required.
6. Review preliminary AOR with Executive Director. Make changes / adjustments as needed.
7. Once finalized and approved by Executive Director, submit AOR to CTD via the website.  
Print finalized report for SREC records.





Serving  
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April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: 2017/18 Gilchrist County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

**Approve the 2017/18 Gilchrist County Transportation Disadvantaged Service Plan.**

BACKGROUND

Chapter 427, Florida Statutes requires Suwannee River Economic Council 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 2017/18 Gilchrist County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

t:\lynn\td2017\gilchrist\memos\tdsp.docx



# Gilchrist County Transportation Disadvantaged Service Plan

July 1, 2017 - June 30, 2018

Gilchrist County Transportation Disadvantaged  
Coordinating Board





# 2017/18 Gilchrist County Transportation Disadvantaged Service Plan

Approved by the  
Gilchrist 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

---

**Marion Poitevint, 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



Suwannee River Economic Council  
P.O. Box 70  
Live Oak, FL 32060  
386.362.4115

April 12, 2017

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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 Gilchrist 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 independent and reports to the Governor and the Legislature. Chapter 427, Florida Statutes states that:

"the purpose of the Commission is to accomplish the coordination of transportation services to the transportation disadvantaged."

The Governor appoints seven members to the Florida Commission for the Transportation Disadvantaged. Five of the members must have significant experience in the operation of a business and two of the members must have a disability and use the transportation disadvantaged system. The Chair is appointed by the Governor and Vice-Chair is elected annually from the membership of the Florida Commission for the Transportation Disadvantaged.

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

The Designated Official Planning Agency is responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations. In the rural areas of the state, organizations which are eligible to be planning agencies are:

- county or city governments
- regional planning councils
- metropolitan planning organizations
- local planning organizations who are currently performing planning activities in the service area

The North Central Florida Regional Planning Council is the Designated Official Planning Agency for Gilchrist County. According to Rule 41-2 of the Florida Administrative Code, responsibilities of the Designated Official Planning Agency include:

- Appointment of members to the local coordinating boards.
- Provision of staff support to the local coordinating boards.
- Provide a recommendation to the Florida Commission for the Transportation Disadvantaged regarding the initial selection or re-designation of the Community Transportation Coordinator.

## **c. Local Coordinating Boards**

The Designated Official Planning Agency is responsible for appointing a local coordinating board in each county. The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.

According to Rule 41-2 of the Florida Administrative Code, the Designated Official Planning Agency appoints an elected official, to serve as the official chairperson for all local coordinating board meetings. The Board shall elect a Vice-Chair.

In addition to the Chair, the following agencies or other groups serve on the local coordinating boards as voting members:

- An elected official from Gilchrist County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.

- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.
- A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age sixty representing the elderly.
- A person with a disability representing the disabled.
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation services of the system as their primary means of transportation.
- 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.
- A representative of the Florida Department of Elderly Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration.
- A representative of the Regional Workforce Development Board.
- A representative of the local medical community.

The following are some of the duties of the local coordinating board:

- Approving the Transportation Disadvantaged Service Plan.
- Annually evaluating the Community Transportation Coordinator's performance.
- Reviewing all applications for local, state and federal transportation disadvantaged funds.

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

The Community Transportation Coordinator is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged. Suwannee River Economic Council is the designated Community Transportation Coordinator for Gilchrist County.

Suwannee River Economic Council may provide all or a portion of transportation service in a designated service area. Suwannee River Economic Council may subcontract or broker services if it is cost effective and efficient. The following are some responsibilities of Suwannee River Economic Council:

- In cooperation with the planning agency, develop and implement a Transportation Disadvantaged Service Plan.
- Execute contracts for service with transportation operators.
- Review all applications for federal, state and local funding (in conjunction with the local coordinating board).
- Prepare an annual operating report.

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

Suwannee River Economic Council is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created to serve Columbia, Hamilton and Suwannee Counties. Suwannee River Economic Council continues to operate as the Community Transportation Coordinator for Lafayette County.

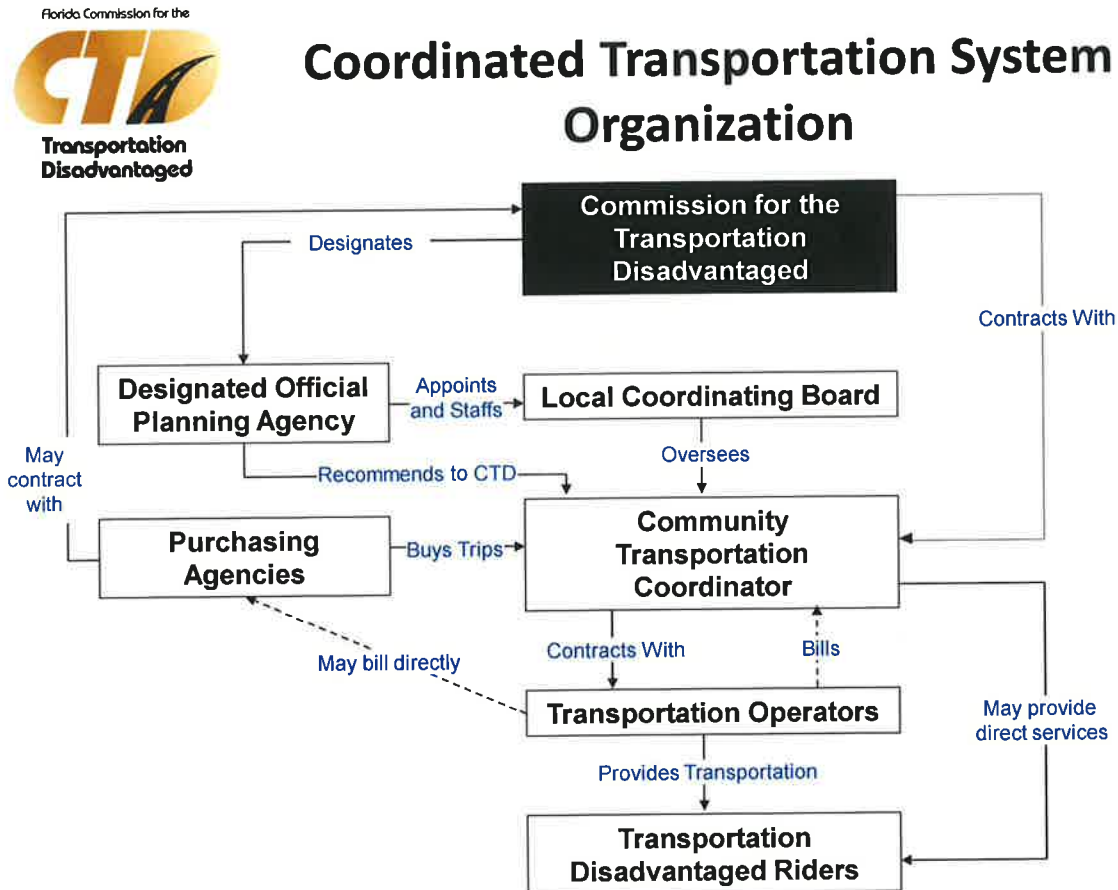
The North Central Florida Regional Planning Council recommended Suwannee River Economic Council as the designated Community Transportation Coordinator in 1991. The Commission for the Transportation Disadvantaged approved Suwannee River Economic Council's designation as the Community Transportation Coordinator for Gilchrist County on January 9, 1992.

In 2016, the North Central Florida Regional Planning Council issued a request for proposals for Gilchrist County Community Transportation Coordinator. The North Central Florida Regional Planning Council recommended that Suwannee River Economic Council be designated the Community Transportation Coordinator for Gilchrist County. The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Gilchrist County Community Transportation Coordinator effective July 1, 2016.

The North Central Florida Regional Planning Council was designated the official planning agency for Gilchrist County in April 1990. The Council was selected through a non-competitive selection process.

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

The Transportation Disadvantaged Service Plan is consistent, to the maximum extent feasible, with the Gilchrist County Comprehensive Plan.

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

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

Not applicable.

f. **Transportation Improvement Program**

Not applicable.

## **5. Public Participation**

The Gilchrist 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 Gilchrist County Transportation Disadvantaged Service Plan. The Transportation Disadvantaged Service Plan is developed through input of the Gilchrist County Transportation Disadvantaged Board whose membership includes citizens and human service providers.

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

### GILCHRIST 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: \_\_\_\_\_  
Rick Davis, Chair

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Marion Poitevint	Vacant	No Term
Elderly	Richard Esseck	Vacant	6/30/2017
Disabled	Leslie Esseck	Vacant	6/30/2018
Citizen Advocate	Vacant	Vacant	6/30/2018
Citizen Advocate/User	Jim McCrone	Vacant	6/30/2018
Children at Risk	Sandra Woodard	Brooke Ward	6/30/2019
Florida Association for Community Action	Vacant	Vacant	6/30/2017
Public Education	Michelle Walker-Crawford	Julie C. Thomas	No Term
Florida Department of Transportation	Sandra Collins	Janell Damato	No Term
Florida Department of Children and Families	Debbie Andrews	Vacant	No Term
Florida Department of Elder Affairs	Miriam Otera	Vacant	No Term
Florida Department of Education	Jeff Aboumrard	Vacant	No Term
Florida Agency for Health Care Administration	Dewece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Vacant	Sifoa Nunu	No Term
Veteran Services	Jim Mash	Vacant	6/30/2017
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Brittany Keeling	Krishna Stemple	6/30/2019



## 7. Gilchrist County Transportation Disadvantaged Coordinating Board Membership

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Marion Poitevint Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation Grievance Committee Member	Janell Damato Florida Department of Transportation
Debbie Andrews Florida Department of Children and Families	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Jeff Aboumrad Florida Department of Education
Miniam Otera Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweece Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Vacant Regional Workforce Board Grievance Committee Member	Sifoa Nunu Regional Workforce Board
Vacant Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Michelle Walker-Crawford Public Education	Julie C. Thomas Public Education
Jim Mash Veterans Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Vacant Citizen Advocate Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Jim McCrone Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Leslie Esseck Persons with Disabilities Grievance Committee Member Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Richard Esseck, Vice-Chair Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Brittney Keeling Medical Community Term ending June 30, 2019	Krishna Stemple Medical Community Term ending June 30, 2019
Sandra Woodard Children at Risk Grievance Committee Member Term ending June 30, 2019	Brooke Ward Children at Risk Term ending June 30, 2019
Vacant Private Transit Term ending June 30, 2019	Vacant Private Transit Term ending June 30, 2019

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

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

Gilchrist County has a land area of approximately 349 square miles. The County is located in the north central portion of the State of Florida and is bordered on the north by Columbia and Suwannee Counties, on the east by Alachua County, on the south by Levy County and on the west by Dixie and Lafayette Counties.

### **2. Demographics**

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

The purpose of this section is to provide information concerning Gilchrist County's existing land use. This information was obtained from Gilchrist County's Comprehensive Plan.

The land use for approximately 89 percent of the acreage within the unincorporated area of the County has been designated as agricultural and approximately 5 percent is residential.

Within the unincorporated areas of the County, four types of growth have occurred. The first type of land use pattern is concentrated within existing public facility service areas immediately surrounding the municipal urban areas. The second form of development concentrates around the unincorporated market centers which, although they do not provide public facilities, have developed over time into urbanizing settlements. The third type of land use pattern is the development of residential lots along the Santa Fe and the Suwannee Rivers within the County. This type of rural residential development has occurred in varying degrees with lot sizes ranging from one-half acre to 10 acre lots. The fourth pattern is radial growth along major roadways throughout the County.

#### **b. Population/Composition**

According to the 2010 Bureau of the Census Gilchrist County's total population was 16,393 in 2010. The Bureau of Economic and Business Research estimates the population of the City of Trenton as 1,984, the Town of Bell as 491, the City of Fanning Springs 350 as and the unincorporated area as 14,023 in 2016.

According to the Bureau of Economic and Business Research, 508 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

**TABLE 1**  
**POPULATION COUNTS AND ESTIMATES**  
**GILCHRIST COUNTY**

AREA	POPULATION COUNT 2010	POPULATION ESTIMATE 2015
Gilchrist County	16,939	16,839
Town of Bell	456	537
City of Fanning Springs	278	329
City of Trenton	1,999	2,067
Unincorporated Area	14,206	13,906

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

**TABLE 2**  
**POPULATION**  
**GILCHRIST COUNTY**

2010 U.S. CENSUS POPULATION	HOUSEHOLDS	PERCENT OF PERSONS BELOW POVERTY LEVEL
16,939	6,187	19.2%

Source: U.S. Census Bureau, Census 2010 State and County QuickFacts

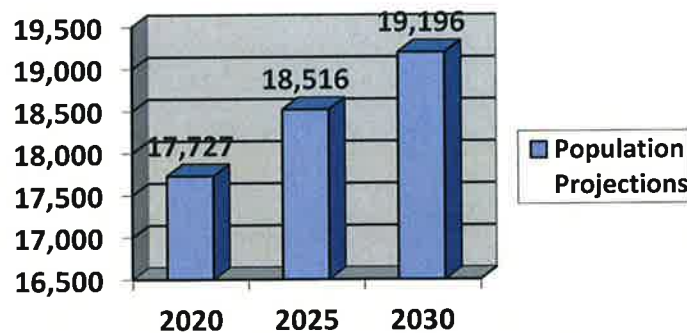
### c. Population Densities

With approximately 350 square miles of land area, the County population density in 2010 was approximately 48 persons per square mile.

### d. Population Projections

According to the Bureau of Economic and Business Research, Gilchrist County will have a total population of approximately 17,727 in the year 2020 and by 2025, the total County population will be approximately 18,516. Illustration I shows population projections for 2020, 2025 and 2030.

**ILLUSTRATION I**



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 25-54 year-old age group is the largest age group within the County. The 80 and over population is the smallest age group within the County.

**TABLE 3**  
**POPULATION ESTIMATES BY AGE GROUP**  
**GILCHRIST COUNTY**

<b>AGE GROUP</b>	<b>POPULATION 2015 ESTIMATES</b>
0-4	924
5-17	2,507
18-24	1,981
25-54	5,639
55-64	2,488
65 -79	2,501
80+	799

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

### f. Disability and Self Care Limitations

According to the 2010 Bureau of the Census American Fact Finder, 2011-2015 Gilchrist County had a disabled population of 3,428. The population under 18 years of age with a disability was 215. The population 18 to 64 years of age with a disability was 1,064. The population 65 years and over with a disability was 1,397.

### g. Employment

The 2010 Census 2011-2015 American Fact Finder estimates that Gilchrist County's labor force (individuals who are able to work but may not be employed) in 2015 was 13,982. The estimated labor force participation rate was 50 percent. The estimated unemployment rate for Gilchrist County in 2015 was 10.4 percent.

### h. Income

According to the 2010 Census, the per capita personal income for Gilchrist County in 2015 was \$21,436 and the median household income was \$40,823. Table 4 characterizes the levels of household income in Gilchrist County. Table 5 shows income levels that are currently used to define the federal poverty level.

**TABLE 4**  
**Income And Poverty Status**  
**Gilchrist County**

<b>MEDIAN HOUSEHOLD INCOME 2011-2015</b>	<b>PERSONS BELOW POVERTY LEVEL, PERCENT, 2011-2015</b>
\$40,823	19.2%

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

**TABLE 5**  
**2017 Poverty Guidelines For The 48 Contiguous States**  
**And The District of Columbia**

<b>Persons In Family/Household</b>	<b>2017 Poverty Guideline</b>
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$36,140
8	\$41,320

\* For families/households with more than 8 persons, add \$5,230 for each additional person.

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

The Bureau of Economic and Business Research reports the number of families receiving public assistance in 2014 was 87. The total number of Medicaid recipients in 2013 was 3,795.

Table 6 shows individuals who received Supplemental Security Income.

**TABLE 6**  
**SUPPLEMENTAL SECURITY INCOME**  
**GILCHRIST COUNTY**

<b>RECIPIENTS</b>	<b>2015</b>
Aid to the Blind and Disabled	466
Aged	30

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

**i. Housing**

The 2010 Bureau of the Census estimates that in 2011-2015, the total number of households in Gilchrist County was 6,274 and that the average household size was 2.50.

**TABLE 8**  
**HOUSING**  
**GILCHRIST COUNTY**

<b>HOUSING UNITS 2015</b>	<b>OWNER OCCUPIED HOUSING UNIT RATE, 2011-2015</b>	<b>MEDIAN VALUE OF OWNER-OCCUPIED HOUSING UNITS, 2011- 2015</b>
<b>6.187</b>	<b>80.9%</b>	<b>\$99,900</b>

Source: 2012 U.S. Bureau of the Census, Quick Facts

**j. Health**

Gilchrist County does not have a hospital. The Bureau of Economic and Business Research reported there were four licensed physicians of medicine and 270 total nurses in 2015.

**k. Transportation**

According to the 2010 Bureau of the Census 2011-2015 American Community Survey 5-Year Estimates, 389 occupied housing units in Gilchrist County had no vehicle available.

**l. Major Trip Generators/Attractors**

Being a rural area, there are a limited number of trip generators in the County. Trips are distributed from the outlying areas to and from the county seat for business, shopping and recreational activities. Major trip generators/attractors include: Medic-Ayers Nursing Home, Tri-County Nursing Home, Lancaster Correctional Institution, Trenton Medical Center, Fanning Springs Conservation and Recreation Area, local government offices and Suwannee River Economic Council's meal site.

Travel to Gainesville continues to be necessary for many County residents, particularly for medical purposes. Approximately 41 percent of Gilchrist County's employed residents work in Alachua County, 7.8 percent work in Levy County, 3.6 percent work in Gilchrist County, 1.8 percent work in Suwannee County, 1.7 percent work in Duval County and 1.5 percent work in Putnam 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 Gilchrist County.

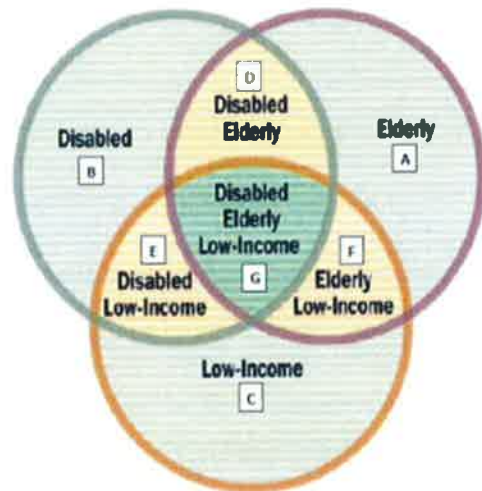


**CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION**

<i>Gilchrist County</i>					Census Data from 2015			
County Pop. By Age	Total Pop by Age	% of Total Pop (136,400)	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
<18	3,522	20.7%	1,133	6.7%	243	6.9%	56	1.60%
18-64	10,211	60.1%	2,157	12.7%	1,940	19.0%	572	5.60%
<b>Total Non Elderly</b>	<b>13,733</b>	<b>80.8%</b>	<b>3,290</b>	<b>19.4%</b>	<b>2,183</b>	<b>15.9%</b>	<b>628</b>	<b>4.57%</b>
65+	3,259	19.2%	308	1.8%	1,440	44.2%	267	8.20%
<b>Total Elderly</b>	<b>3,259</b>	<b>19.2%</b>	<b>308</b>	<b>1.8%</b>	<b>1,440</b>	<b>46.3%</b>	<b>267</b>	<b>8.20%</b>
<b>Total</b>	<b>16,992</b>	<b>100%</b>	<b>3,598</b>	<b>21.2%</b>	<b>3,624</b>	<b>21.3%</b>	<b>895</b>	<b>5.27%</b>

<i>Double Counts Calculations</i>		
E - Estimate non-elderly/disabled/ low income	From Base Data (I9)	628
B - Estimate non-elderly/ disabled/not low income	Subtract I9 from G9	1,555
G - Estimate elderly/disabled/low income	From Base Data (I11)	267
D- Estimate elderly/ disabled/not low income	Subtract I11 from G11	1,173
F - Estimate elderly/non-disabled/low income	Subtract I11 from E11	41
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C11	1,778
C - Estimate low income/not elderly/not disabled	Subtract I9 from E9	2,662
<b>Total - Non-Duplicated</b>		<b>8,104</b>

<b>General TD Population</b>		<b>% of Total</b>
Non-Duplicated General TD Population Estimate	<b>8,104</b>	<b>47.7%</b>





**CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION**

Gilchrist County					Census Data from: 2015	
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
<18	243	6.90%	56	1.60%		
18-64	1,940	19.00%	572	5.60%		
<b>Total Non Elderly</b>	<b>2,183</b>	<b>15.90%</b>	<b>628</b>	<b>4.57%</b>	<b>28.60%</b>	<b>180</b>
65+	1,440	44.20%	267	8.20%		
<b>Total Elderly</b>	<b>1,440</b>	<b>44.20%</b>	<b>267</b>	<b>8.20%</b>	<b>11.70%</b>	<b>31</b>
<b>Total</b>	<b>3,624</b>	<b>21.33%</b>	<b>895</b>	<b>5.27%</b>		<b>211</b>

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
<b>Non-Elderly</b>	449	180	628
<b>Elderly</b>	236	31	267
<b>TOTAL</b>	<b>684</b>	<b>211</b>	<b>895</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
	1.899
<b>Severely Disabled Trip Rate</b>	
Special Transit	0.049

<b>Low Income &amp; Not Disabled = C + F</b>		<b>CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION</b>	
<u>Assumes</u>	2,703		
27.2%	xx % without auto access		
	735		
100%	xx % without transit access		
	735		
		<b>Calculation of Daily Trips</b>	
		<b>Rates</b>	<b>Total</b>
		<b>Per Person</b>	<b>Daily Trips</b>
<b>Total Actual Critical TD Population</b>			
<b>Severely Disabled</b>	895	0.049	44
<b>Low Income ND</b>	735	1.899	1,396
<b>Totals</b>	<b>1,631</b>		<b>1,440</b>

**FORECAST OF GENERAL AND CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATIONS**

*Gilchrist County*

General TD Population Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<i>Overlapping Circle Component</i>											
E - Estimate non-elderly/disabled/low income	620	635	641	648	655	662	669	676	683	690	696
B - Estimate non-elderly/disabled/not low income	1,555	1,571	1,588	1,605	1,622	1,639	1,656	1,673	1,691	1,709	1,727
G - Estimate elderly/disabled/low income	267	270	273	276	279	282	285	288	291	294	297
D - Estimate elderly/disabled/not low income	1,173	1,186	1,198	1,211	1,224	1,236	1,249	1,263	1,276	1,289	1,303
F - Estimate elderly/non-disabled/low income	41	41	42	42	43	43	43	44	44	45	45
A - Estimate elderly/non-disabled/not low income	1,778	1,797	1,815	1,835	1,854	1,874	1,893	1,913	1,933	1,954	1,974
C - Estimate low income/not elderly/not disabled	2,662	2,690	2,718	2,747	2,776	2,805	2,835	2,865	2,895	2,925	2,956
<b>TOTAL GENERAL TD POPULATION</b>	<b>8,104</b>	<b>8,189</b>	<b>8,276</b>	<b>8,363</b>	<b>8,451</b>	<b>8,540</b>	<b>8,630</b>	<b>8,722</b>	<b>8,813</b>	<b>8,906</b>	<b>9,000</b>
<b>TOTAL POPULATION</b>	<b>16,992</b>	<b>17,171</b>	<b>17,352</b>	<b>17,535</b>	<b>17,720</b>	<b>17,907</b>	<b>18,096</b>	<b>18,287</b>	<b>18,480</b>	<b>18,675</b>	<b>18,872</b>



*Gilchrist County*

Critical Need TD Population Forecast	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<b>Total Critical TD Population</b>											
<i>Disabled</i>	695	905	914	924	934	944	954	964	974	984	994
<i>Low Income Not Disabled No Auto/Transit</i>	735	743	751	759	767	775	783	791	799	808	816
<b>Total Critical Need TD Population</b>	<b>1,631</b>	<b>1,648</b>	<b>1,665</b>	<b>1,683</b>	<b>1,700</b>	<b>1,719</b>	<b>1,736</b>	<b>1,755</b>	<b>1,773</b>	<b>1,792</b>	<b>1,811</b>
<b>Daily Trips - Critical Need TD Population</b>											
<i>Severely Disabled</i>	44	44	45	45	46	46	47	47	48	48	49
<i>Low Income - Not Disabled - No Access</i>	1,396	1,411	1,426	1,441	1,456	1,471	1,487	1,502	1,518	1,534	1,550
<b>Total Daily Trips Critical Need TD Population</b>	<b>1,440</b>	<b>1,464</b>	<b>1,489</b>	<b>1,514</b>	<b>1,540</b>	<b>1,567</b>	<b>1,595</b>	<b>1,623</b>	<b>1,652</b>	<b>1,681</b>	<b>1,707</b>
<b>Annual Trips</b>	<b>374,358</b>	<b>380,685</b>	<b>387,119</b>	<b>393,661</b>	<b>400,314</b>	<b>407,399</b>	<b>414,610</b>	<b>421,949</b>	<b>429,418</b>	<b>437,018</b>	<b>443,879</b>

## 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.

## 3. Barriers to Coordination

Medicaid non-emergency transportation services are no longer coordinated through Florida's Coordinated Transportation System in Gilchrist 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."

## 4. Needs Assessment

### U.S.C. Section 5311 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide transportation services for the transportation disadvantaged.	2017/18	Gilchrist County	\$145,766	U.S.C. Section 5311
			\$145,766	Suwannee River Economic Council

### United States Code Section 5339 Grant Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase one replacement vehicle	2017/18	Dixie/Gilchrist Counties	\$59,176.80	United States Code Section 5339
			\$14,794.20	Florida Department of Transportation

### Rural Area Capital Assistance Program

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Purchase scheduling software upgrade and mobile data terminals.	2014/15	Bradford, Gilchrist, Gilchrist and Lafayette Counties	\$31,500	Rural Area Capital Assistance Program Grant
			\$3,500	Suwannee River Economic Council

**Transportation Disadvantaged Trust Fund Grant**

PROJECT	PROJECT YEAR	LOCATION	ESTIMATED COST	FUNDING SOURCE
Provide trips to transportation disadvantaged individuals.	2016/17	Gilchrist County	\$120,547  \$13,394	Transportation Disadvantaged Trust Fund  Suwannee River Economic Council

## 5. Goals, Objectives and Strategies

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

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

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

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

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

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

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

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

**GOAL III:** **The Community Transportation Coordinator shall provide transportation services that are consumer oriented and effectively coordinate trips.**

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

**Strategy a:** The Community Transportation Coordinator shall report on a quarterly basis the number of single passenger trips provided.

**Strategy b:** The Community Transportation Coordinator shall work with purchasing agencies and service providers (doctors' offices, hospitals, etc.) to arrange appointments to group trips.

- Strategy c:** The Community Transportation Coordinator shall document the reduction of single passenger trips.
- Strategy d:** The local Coordinating Board shall measure the total passenger trips per vehicles quarterly.
- GOAL IV:** **The Community Transportation Coordinator shall develop creative ways to provide additional trips.**
- OBJECTIVE:** Identify additional funding opportunities to provide transportation.
- Strategy:** Using information concerning unmet needs, the Community Transportation Coordinator shall determine the level of demand and cost of providing additional service.
- GOAL V:** **The Community Transportation Coordinator shall ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of transportation services offered to individuals without disabilities.**
- OBJECTIVE:** The Community Transportation Coordinator shall comply with the requirements of the *Americans with Disabilities Act (ADA)* regarding the access to and provision of transportation services.
- Strategy a:** The Community Transportation Coordinator shall eliminate physical barriers preventing the use of transportation services by persons who are elderly and/or disabled.
- Strategy b):** The Community Transportation Coordinator shall train its staff members regarding the utilization of special equipment for persons with disabilities as well as the abilities of persons with disabilities.
- GOAL VI:** **The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance based on specific criteria.**
- OBJECTIVE:** The local Coordinating Board shall annually evaluate the Community Transportation Coordinator's performance in general and relative to Commission standards as referenced in *Rule 41-2.006 of the Florida Administrative Code*.
- GOAL VII:** **The Community Transportation Coordinator shall utilize the Transportation Disadvantaged Trust Fund allocation in the most cost efficient manner.**
- OBJECTIVE:** The Community Transportation Coordinator shall adhere to a strict budget of Transportation Disadvantaged Trust Funds to ensure that these funds are spent in the most efficient manner.
- Strategy a:** The Community Transportation Coordinator and Local Coordinating Board shall determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds.

- Strategy b:** The Community Transportation Coordinator shall inform the Local Coordinating Board of any difficulties experienced concerning the under expenditure or over expenditure of the Transportation Disadvantaged Trust Funds.
- GOAL VIII:** **The Community Transportation Coordinator shall comply with all reporting requirements of the Florida Commission for the Transportation Disadvantaged and the Local Coordinating Board.**
- OBJECTIVE:** The Community Transportation Coordinator shall complete all reports which require Local Coordinating Board review and/or approval.
- Strategy:** The Community Transportation Coordinator shall complete and submit all final reports to the planning agency staff a minimum of two weeks prior to the meeting date to be reviewed and included in the Local Coordinating Board's meeting packet.
- GOAL IX:** **The Community Transportation Coordinator shall provide quality service.**
- OBJECTIVE:** The local Coordinating Board shall monitor the quality of service provided by the Community Transportation Coordinator.
- Strategy:** The Community Transportation Coordinator shall report complaints to the Local Coordinating Board.
- OBJECTIVE:** **The Community Transportation Coordinator shall provide courteous and professional service.**
- Strategy:** Reservationists and other office staff shall receive sensitivity and courtesy training annually.
- GOAL X:** **The Community Transportation Coordinator shall promote cost and service efficiency through efficient routing, scheduling and operation procedures.**
- OBJECTIVE:** The local Coordinating Board shall encourage the Community Transportation Coordinator to provide the greatest number of trips using the most cost effective methods possible.
- Strategy:** The Community Transportation Coordinator shall maintain a database with pertinent information relative to clients' needs and limitations.
- GOAL XI:** **The Community Transportation Coordinator shall insure the provision of safe transportation services.**
- OBJECTIVE:** The Community Transportation Coordinator shall insure the safety and well being of passengers through inspection and maintenance of all vehicles in the coordinated system and driver training.
- Strategy:** The System Safety Program Plan shall meet all established requirements and adhere to *Chapter 341 Florida Statutes* and *Rule and 14-90, Florida Administrative Code*.

## 6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Gilchrist County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly
(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.	(1) Ongoing (2) Ongoing (3) 2017 (4) 2017
(1) Identify additional funding opportunities to provide trips. (2) Report the types of funding opportunities that may be available for additional trips.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.	(1) Ongoing (2) Ongoing (3) Ongoing
Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.	2017
(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.	(1) Ongoing (2) Annually (3) Quarterly
(1) Complete all reports for review and/or approval. (2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.	(1) Ongoing (2) Ongoing

(1) Monitor the quality of service. (2) Make recommendations to improve the quality of service. (3) Provide courteous and professional service. (4) Provide sensitivity and courtesy training annually. (5) Collect on-time performance data.	(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing (5) Annually
(1) Maintain a data base with pertinent information relative to clients needs and limitations.	(1) Ongoing
The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.	Annually



## Chapter II: Service Plan

### A. Operations

The operations element is a profile of the Gilchrist County coordinated transportation system. This element is intended to provide basic information about the daily operations of Suwannee River Economic Council.

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

Provider	Ambulatory	Wheelchair	Stretcher	Advance Reservation	Subscription	Door to Door
Suwannee River Economic Council	✓	✓	✓	✓	✓	✓

##### a. Bariatric Transportation

Suwannee River Economic Council is required to 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.

##### b. Hours and Days of Service

Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding holidays (see below).

##### c. Holidays

Transportation Disadvantaged Program sponsored service will not be provided on the following observed holidays.

Veteran's Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Memorial Day  
Independence Day  
Labor Day

## **2. Accessing Services**

### **a. Office Hours**

Suwannee River Economic Council's office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **b. Phone Number**

352.498.7366 (Cross City office) or 1.800-597.7579.

### **c. Advance Notification Time**

Twenty-four hours advance notification must be given for trips provided Tuesday through Friday. Seventy-two hours advance notification must be given for trips provided on Mondays.

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

Trips must be canceled a minimum of two hours before the scheduled pick-up time.

### **e. No-Show Policy**

Trips must be canceled a minimum of two hours before the scheduled pick-up time. If trips are not cancelled at least two hours in advance, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows. If an individual is charged with frequent no-shows, they may be temporarily suspended from service. A no-show will not be credited to a rider if the cancellation is received before the vehicle is dispatched.

On the first "no-show," the driver will leave a "no-show" notice on the client's door. On the second "no-show" occurrence, a letter of warning will be sent from the Community Transportation Coordinator. If a third infraction occurs within 60 days, the Community Transportation Coordinator will send a letter notifying the client that they have been suspended from service for a 30 day period. When the client is again reinstated to the program, and if three (3) infractions occur within 60 days, the suspension will be 45 days. When the client is again reinstated to the program and if three (3) infractions occur within 60 days, the suspension will be 60 days.

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

After hours service is not sponsored by the Transportation Disadvantaged Program.

### **g. Passenger Fares**

Suwannee River Economic Council does not charge fares to passengers sponsored by Florida's Transportation Disadvantaged Program.

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

Individuals must apply for Transportation Disadvantaged Program eligibility certification for their transportation to be sponsored by Florida's Transportation Disadvantaged Program. Recertification will be conducted annually. The Transportation Disadvantaged Program Eligibility Certification Application is shown as Exhibit A.

Suwannee River Economic Council will use the following criteria to determine eligibility:

1. Determine if the applicant is unable to transport themselves because they do not have an operational vehicle or the ability to operate a vehicle.
2. Determine if the applicant is sponsored by any agency for transportation services; is unable to purchase transportation; is unable to find transportation from other sources.

Individuals who are not travelling to a Medicaid Managed Medical Assistance Program compensable service may be eligible for Transportation Disadvantaged Program sponsored service.

Suwannee River Economic Council will notify Transportation Disadvantaged Program applicants of eligibility approval or denial within 15 working days after receipt of application. Applicants determined to be ineligible for Transportation Disadvantaged Program sponsored services may file appeals with Suwannee River Economic Council.

**EXHIBIT A**  
**TRANSPORTATION DISADVANTAGED PROGRAM**  
**ELIGIBILITY CERTIFICATION APPLICATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_ County \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. How many people reside in your household Including parents, caregivers, relatives or others involved in your living functions?

\_\_\_\_\_

2. Does your household have an operational vehicle(s)?

☐ Yes (a) Are you or another household member able to operate the vehicle(s)? ☐ Yes ☐ No  
(b) Can you afford to operate the vehicle(s)? ☐ Yes ☐ No

☐ No

3. Are you enrolled in any assistance programs:

☐ Managed Medical Care Program (Medicaid)

☐ Aging Program

☐ Other \_\_\_\_\_

4. What other means of transportation are available for you to use?

5. Please check or list any special needs, services or modes of transportation you require:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Powered Wheelchair             | <input type="checkbox"/> Manual Wheelchair | <input type="checkbox"/> Powered Scooter/Cart |
| <input type="checkbox"/> Stretcher                      | <input type="checkbox"/> Walker            | <input type="checkbox"/> Leg Braces           |
| <input type="checkbox"/> Cane                           | <input type="checkbox"/> Respirator        | <input type="checkbox"/> Oxygen CO2           |
| <input type="checkbox"/> Personal Care Attendant/Escort |  | <input type="checkbox"/> Service Animal       |

Other:

#### **CERTIFICATION AND ACKNOWLEDGEMENT**

I understand and affirm that the information provided in this application will be used to determine if I am eligible for non-emergency transportation services sponsored by Florida's Transportation Disadvantaged Program. I understand that the information contained in this application is confidential and will be shared only with professionals involved in evaluating and determining eligibility for transportation services provided under Florida's Transportation Disadvantaged Program. I certify that, to the best of my knowledge, the information in this application is true, correct, complete and made in good faith and any material omissions, falsifications, misstatements or misrepresentations in the above information could disqualify me from receiving services under Florida's Transportation Disadvantaged Program.

**APPLICANT SIGNATURE**

**DATE**

**Suwannee River Economic Council will notify you whether your application has been approved or denied within 15 business days. If your application is denied, you may file an appeal with Suwannee River Economic Council within 15 working days.**

**APPLICATION PROCESSED BY:**

**SIGNATURE**

**DATE**



### **i. Transportation Disadvantaged Program Trip Priorities**

Suwannee River Economic Council in cooperation with the Gilchrist County Transportation Disadvantaged Coordinating Board has established the following trip priorities for the use of the Transportation Disadvantaged Trust Funds:

- Life Sustaining Medical Trips
- General Medical Trips
- Employment Trips
- Essential Business Trips
- Education/Training Trips
- Nutrition/Mealsite Trips
- Recreational/Social Trips

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

Not applicable.

## **4. Public Transit Utilization**

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

## **5. School Bus Utilization**

Currently, there is no need to use school buses at this time. If Suwannee River Economic Council determines a need to use school buses in the future, the Gilchrist County School Board will be contacted for assistance.

## **6. Vehicle Inventory**

Suwannee River Economic Council's vehicle inventory is shown as Appendix C.

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

Suwannee River Economic Council's System Safety Program Plan Certification is shown as Appendix D.

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

Suwannee River Economic Council does not have any inter-county agreements with other Community Transportation Coordinators at this time.

## 9. Natural Disaster/Emergency Preparedness

The Gilchrist County Emergency Management Department does not have a formal agreement with Suwannee River Economic Council to provide transportation during natural disasters.

## 10. Marketing

Currently, there are no efforts to market the availability of transportation services sponsored by Transportation Disadvantaged Trust Funds due to the limited availability of these funds.

## 11. Acceptable Alternatives

There have been no acceptable alternatives for the provision of transportation service identified in Gilchrist County.

## 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:

### a. Drug and Alcohol Policy

**Rule 41-2.006 (4) (a), F.A.C.:** 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.

Suwannee River Economic Council shall comply with this standard.

### b. Transport of Escorts and Dependent Children

**Rule 41-2.006 (4) (b), F.A.C.:** An escort of a passenger and dependent children are to be transported as locally negotiated and identified in the local Service Plan.

**Local Policy:** Children under age 16 will be required to be accompanied by an escort. Escorts must be provided by the passenger. Escorts must be able to provide the necessary assistance to the passenger. Escorts will be transported at the regular rate.

### c. Use, Responsibility and Cost of Child Restraint Devices

**Rule 41-2.006 (4) (c), F.A.C.:** Use of child restraint devices shall be determined locally as to their responsibility, and cost of such device in the local Transportation Disadvantaged Service Plan.

**Local Policy:** All passengers under the age of 4 and/or under 50 pounds will be required to use a child restraint device. This device will be provided by the passenger.



d. Passenger Property

**Rule 41-2.006 (4) (d), F.A.C.:** 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.

**Local Policy:** Passengers shall be allowed to have two pieces of personal property which they can place in their lap or stow under the seat. Passengers must be able to independently carry all items brought onto the vehicle.

e. Vehicle Transfer Points

**Rule 41-2.006 (4) (e), F.A.C.:** Vehicle transfer points shall provide shelter, security and safety of passengers.

The Community Transportation Coordinator shall comply with this standard.

f. Local Toll Free Phone Number

**Rule 41-2.006 (4) (f), F.A.C.:** A local toll free phone number for complaints or grievances shall be posted inside the vehicle. The Transportation Disadvantaged Helpline phone number (1-800-983-2435) shall also be posted inside all vehicles of the coordinated system. The local complaint process shall be outlined as a section in the local Transportation Disadvantaged Service Plan including, advising the dissatisfied person about the Commission's Ombudsman Program as a step within the process as approved by the local Coordinating Board. All rider information/materials (brochures, user's guides, etc.) Will include the Transportation Disadvantaged Helpline phone number.

The Community Transportation Coordinator shall comply with this standard.

g. Out-Of-Service Area Trips

**Rule 41-2.006 (4) (g), F.A.C.:** 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.

**Local Policy:** The Community Transportation Coordinator may require medical provider certification for any out of county trip.

h. Vehicle Cleanliness

**Rule 41-2.006 (4) (h), F.A.C.:** Interior of all vehicles shall be free of 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.

**Local Policy:** All vehicles shall be cleaned (interior and exterior) on a regular schedule (minimum once a week).



i. Billing Requirements

**Rule 41-2.006 (4) (I), F.A.C.** Billing requirements of the Community Transportation Coordinator to subcontractors shall be determined locally by the local Coordinating Board and provided in the local Transportation Disadvantaged Service Plan. All bills shall be paid within seven (7) calendar days to subcontractors, after receipt of said payment by the Community Transportation Coordinator, in accordance with Section 287.0585, Florida Statutes.

**Local Policy:** If the Community Transportation Coordinator without reasonable cause fails to make payments to the subcontractors and suppliers within seven (7) working days after the receipt by the Community Transportation Coordinator of full or partial payment, the Community Transportation Coordinator shall pay to the subcontractors and suppliers a penalty in the amount of one-half of one percent of the amount due, per day, from the expiration of the period allowed herein for payment. (F.S. 2000/ Ch 287/Part I/287.0585 Late payments by contractors to subcontractors and suppliers; penalty.)

j. Passenger/Trip Database

**Rule 41-2.006 (4) (j), F.A.C.:** Passenger/trip data base must be maintained or accessible by the Community Transportation Coordinator on each rider being transported within the system.

The Community Transportation Coordinator shall comply with this standard.

k. Adequate Seating

**Rule 41-2.006 (4) (k), F.A.C.:** 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.

The Community Transportation Coordinator shall comply with this standard.

l. Driver Identification

**Rule 41-2.006 (4) (l), F.A.C.:** 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 specific passengers, 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.

**Local Policy:** The Community Transportation Coordinator shall comply with this standard.

m. Passenger Assistance

**Rule 41-2.006 (4) (m), F.A.C.:** 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 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 wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

**Local Policy:** The Community Transportation Coordinator shall comply with this standard.

n. Smoking, Eating, and Drinking

**Rule 41-2.006 (4) (n), F.A.C.:** Smoking is prohibited in any vehicle. Requirements for drinking and eating on board the vehicle will be addressed in the local Transportation Disadvantaged Service Plan.

**Local Policy:** Eating and drinking on board the vehicle will not be allowed. Stops may be made to accommodate the needs of the passengers at the discretion of the driver.

o. Passenger No-Shows

**Rule 41-2.006 (4) (o), F.A.C.:** The Community Transportation Coordinator and the 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 Transportation Disadvantaged Service Plan.

**Local Policy** - The Community Transportation Coordinator shall attempt to reduce the number of no-shows annually.

p. Two-Way Communications

**Rule 41-2.006 (4) (p), F.A.C.:** All vehicles providing service within the coordinated system shall be equipped with two-way communications in good working order and audible to the driver at all times to the base.

The Community Transportation Coordinator shall comply with this standard.

q. Air Conditioning/Heating

**Rule 41-2.006 (4) (q), F.A.C.:** All vehicles providing service within the coordinated system shall have working air conditioners and heaters in each vehicle. Vehicles that do not have a working air conditioner or heater will be scheduled for repair or replacement as soon as possible.

The Community Transportation Coordinator shall comply with this standard.

r. First Aid

**Rule 41-2.006 (4) (r), F.A.C.:** First Aid policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

**Local Policy:** All vehicles will be equipped with first aid kits and bio-hazard kits as required by state and federal regulations.

s. Cardiopulmonary Resuscitation

**Rule 41-2.006 (4) (s), F.A.C.:** Cardiopulmonary resuscitation policy shall be determined locally and provided in the local Transportation Disadvantaged Service Plan.

**Local Policy:** Drivers are not required to be trained in cardiopulmonary resuscitation.

t. Driver Criminal Background Screening

**Rule 41-2.006 (4) (t), F.A.C.:** Driver background screening shall be determined locally, dependent up on purchasing agencies' requirements and provided in the local Transportation Disadvantaged Service Plan.

**Local Policy:** 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. Fixed Route Transit Utilization

**Rule 41-2.006 (4) (u), F.A.C.:** 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.

**Local Policy:** Not applicable.

v. Pick-Up Window

**Rule 41-2.006 (4) (v), F.A.C.:** 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.

**Local Policy:** There is a thirty (30) minute pickup window in place for all intra-county trips based on the arrival/departure time of the passenger. The passenger is given a pick-up time at the time of scheduling the ride.

## w. On-Time Performance

**Rule 41-2.006 (4) (w), F.A.C.:** 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.

**Local Policy:** The Community Transportation Coordinator will have an 90 percent on-time performance rate for all completed trips. On-time performance will be measured by random sampling of trips.

## x. Advance Reservation Requirement

**Rule 41-2.006 (4) (x), F.A.C.:** 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.

**Local Policy:** Twenty-four hours advanced notice is required for all trips scheduled within the coordinated system. Trips scheduled for Sunday require 48 hours advance notification. Monday service requires 72 hours advance notice. Riders are encouraged to schedule return trips in advance to avoid the two hour pick up window.

## y. Safety

**Rule 41-2.006 (4) (y), F.A.C.:** 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.

**Local Policy:** There shall be no more than 1 accident per 100,000 miles during the evaluation period.

## z. Reliability

**Rule 41-2.006 (4) (z), F.A.C.:** 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.

**Local Policy:** There shall be no more than 5 roadcalls during the evaluation period.

aa. Call-Hold Time

**Rule 41-2.006 (4) (aa), F.A.C.:** 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.

This standard is not applicable to this service area.

bb. Quality of Service

**Rule 41-2.006 (4) (bb), F.A.C.:** 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.

**Local Policy:** Collect and publicly post passenger satisfaction survey ratings. There shall be no more than one complaint per 1,000 trips during the evaluation period.

cc. Safety Belt Usage

**Chapter 316.614 (4), Florida Statutes:** It is unlawful for any person: (a) To operate a motor vehicle in this state unless each passenger and the operator of the vehicle under the age of 18 years are restrained by a safety belt or by a child restraint device pursuant to s. 316.613, if applicable; or (b) To operate a motor vehicle in this state unless the person is restrained by a safety belt. (5) It is unlawful for any person 18 years of age or older to be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt when the vehicle is in motion. (6)(a) Neither a person who is certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous nor an employee of a newspaper home delivery service while in the course of his or her employment delivering newspapers on home delivery routes is required to be restrained by a safety belt.

**Local Policy:** Passengers whose transportation is sponsored by Florida's Transportation Disadvantaged Program shall wear a safety belt while being transported unless they are certified by a physician as having a medical condition that causes the use of a safety belt to be inappropriate or dangerous.

## 13. Local Grievance Procedure/Process

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

## 14. Passenger Code of Conduct

For everyone's safety, drivers and riders of the system are expected to act in an appropriate manner at all times and abide by the policies of Suwannee River Economic Council.

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.
- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

### a. Verbal Abuse

Verbal abuse by a rider against staff, drivers or other clients will not be tolerated. Verbal abuse includes but is not limited to use of profanity, obscene gestures, yelling or screaming. Riders who verbally abuse staff, drivers or other clients may be suspended from service.

### b. Physical Abuse

Physical abuse of either a rider to another rider or rider to a driver will not be tolerated. Physical abuse includes but is not limited to grabbing, hitting or touching. Such abuse shall be deemed as assault. In such cases, the local police shall be notified, and the rider shall be issued a notice of suspension from service.

### c. Substance Abuse

No passenger who is under the influence of alcohol or illegal drugs will be transported. If a passenger is scheduled to be returned home and they are under the influence, they will be required to find alternative means of transportation. If a pattern of such behavior exists, a suspension of transportation privileges shall be invoked.

### d. Penalties

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program. Service suspension for Medicaid NET sponsored passengers must follow the Medicaid Program guidelines.

#### **Verbal Abuse**

First offense – written warning

Second offense – one week suspension of services

Third offense – 30 day suspension of services

Fourth offense – 90 day suspension of services

Fifth offense – permanently removed from service

### **Physical Abuse**

First offense - Suwannee River Economic Council will issue a written notice of suspension for 90 days by certified mail. The notice will advise the rider that Suwannee River Economic Council intends to suspend his or her riding privileges and the reason for such action.

Second offense – 180 day suspension of services

Third offense - permanently removed from service

### **e. Appeals**

A rider has 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 Gilchrist County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

Suwannee River Economic Council  
P.O. Box 70  
Live Oak, FL 32060

and  
Transportation Disadvantaged Program  
Coordinating Board Grievance Committee  
2009 N.W. 67 Place, Suite A  
Gainesville, Florida 32653-1603

The written request must include the name and address 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. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 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.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Gilchrist County Transportation Disadvantaged Coordinating Board 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 Suwannee River Economic Council to the person requesting the hearing.

## **15. Evaluation Processes**

Suwannee River Economic Council in cooperation with the local Coordinating Board will determine whether agencies, from a total system approach, can perform more effectively and more efficiently their own transportation.

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

See Appendix B.



## **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 local Coordinating Board will evaluate the Community Transportation Coordinator's performance on an annual basis using the Commission for the Transportation Disadvantaged Quality Assurance Program Evaluation/Local Coordinating Board, Community Transportation Coordinator Evaluation Workbook. This evaluation workbook was created to provide a formal process for evaluating the performance of the Coordinator (and its operators). The Commission requires worksheets regarding Cost, Competition and Coordination be completed during this review.

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

# Transportation Disadvantaged Grievance Procedures

Approved by the  
Gilchrist 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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**Marion Poitevint, 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

July 13, 2016

Gilchrist County Transportation Disadvantaged Coordinating Board  
Grievance Procedures

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

### **A. Preamble**

The following sets forth the procedures for the Gilchrist 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 Gilchrist 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.

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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 five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee 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. Meetings may be called, rescheduled, postponed or cancelled for any appropriate purpose by the Chair. The Grievance Committee may meet following Board meetings to hear complaints and grievances. All meetings will function under the "Government in the Sunshine Law." All meetings will provide opportunity for public comments on the agenda.
- (2) Notice of Meetings. Notices and tentative agendas shall be provided to the Florida Commission for the Transportation, Committee members and other interested parties at least two weeks prior to the meeting. Meeting notices shall include the date, time, location, general nature/subject of the meeting, a contact person and phone number to call for additional information and to request accessible formats.
- (3) Quorum. At all meetings of the Grievance Committee, the presence in person of a majority of the voting members shall be necessary and sufficient to constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting, any business may be transacted which might have been transacted at the meeting as originally called.
- (4) Voting. A majority vote is required for actions by the Grievance Committee. As required by Section 286.012, Florida Statutes, all Grievance Committee members, including the Chair, must vote on all official actions taken by the Grievance Committee except when there appears to be a possible conflict of interest with a member or members of the Grievance Committee.



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- (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.

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

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

- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
  - a. the name, address and telephone number of the Complainant;
  - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
  - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, 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.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) 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.

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

## **K. Appeals**

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

Gilchrist 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."

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

- (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 suspended rider will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the suspended rider requesting the reconsideration.

## **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.

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

## **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 Gilchrist 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 Gilchrist County Transportation Disadvantaged Coordinating Board the 13th day of July 2016.

---

Marion Poitevint, Chair  
Gilchrist County Transportation Disadvantaged Coordinating Board

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



## Transportation Disadvantaged Trust Fund Service Rates Form

<b>Community Transportation Coordinator (CTC)</b>	Suwannee River Economic Council
<b>Service Rate Effective Date</b>	7/1/2017

Grant Agreement Service Rates		
Type of Service Transportation Mode	Unit of Measure	Cost Per Unit
* Ambulatory	Passenger Mile	\$1.71
* Wheel Chair	Passenger Mile	\$2.92
* Stretcher	Passenger Mile	\$6.09
Bus Pass – Daily	Pass	Enter \$ Per Unit
Bus Pass – Weekly	Pass	Enter \$ Per Unit
Bus Pass – Monthly	Pass	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
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Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit
Additional Service Transportation Mode	Enter Unit of Measure	Enter \$ Per Unit

**\* Ambulatory, Wheel Chair and Stretcher** must all use the same Unit of Measure either *Trip or Passenger Mile*;  
Cannot mix, all must be the same regardless of Transportation Mode.



**Comprehensive Budget Worksheet**

Version 1.4

CTC: Suwannee River Economic Council, Inc.  
County: Gilchrist County

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

	Prior Year's ACTUALS from July 1st of 2015 to June 30th of 2016	Current Year's APPROVED Budget, as amended from July 1st of 2016 to June 30th of 2017	Upcoming Year's PROPOSED Budget from July 1st of 2017 to June 30th of 2018	% Change from Prior Year to Current Year	% 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						Local non-government revenues: Reinvestment of \$2270 in 16/17 monies and \$2789 in 17/18 monies.
Medicaid Co-Pay Received						
Donations/Contributions						
In-Kind, Contributed Services						
Other	\$ 18,906	\$ 14,312	\$ 15,509	-24.3%	8.3%	
Bus Pass Program Revenue						

**Local Government**

District School Board						
Compl. ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

**CID**

Non-Spons. Trip Program	\$ 108,424	\$ 108,423	\$ 108,424	0.0%	0.0%	
Non-Spons. Capital Equipment	\$ 85,000			-100.0%		
Rural Capital Equipment						
Other ID (specify in explanation)						
Bus Pass Program Revenue						

**USDOT & FDOT**

49 USC 5307						49 USC 5311 - actual contract amount for this year
49 USC 5310						
49 USC 5311 (Operating)	\$ 85,604	\$ 75,000	\$ 82,120	-12.4%	22.8%	
49 USC 5311 (Capital)						
Block Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
Bus Pass Program Revenue						

**AHCA**

Medicaid						
Other AHCA (specify in explanation)	\$ 34,869	\$ 45,060	\$ 40,050	29.1%	-9.7%	
Bus Pass Program Revenue						

**DCF**

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

**DOH**

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

**DOE (state)**

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

**AWI**

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

**DOEA**

Older Americans Act		\$ 5,400	\$ 5,840		8.1%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

**DCA**

Community Services						
Other DCA (specify in explanation)						



**Gilchrist County**  
**Transportation Disadvantaged Service Plan**

**Comprehensive Budget Worksheet**

Version 1.4

CTC: Suwannee River Economic Council, Inc.  
County: Gilchrist County

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

	Prior Year's ACTUALS from July 1st of 2015 to June 30th of 2016	Current Year's APPROVED Budget, as amended from July 1st of 2016 to June 30th of 2017	Upcoming Year's PROPOSED Budget from July 1st of 2017 to June 30th of 2018	% 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 5 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7
<b>APD</b>						
Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
<b>DJJ</b>						
(specify in explanation)						
Bus Pass Program Revenue						
<b>Other Fed or State</b>						
xxx						
xxx						
xxx						
Bus Pass Program Revenue						
<b>Other Revenues</b>						
Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						
<b>Balancing Revenue to Prevent Deficit</b>						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =						
		None	None			
Total Revenues =	\$312,803	\$248,140	\$262,543	-20.7%	5.8%	

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

<b>Operating Expenditures</b>					
Labor	\$ 88,242	\$ 88,903	\$ 95,043	1.9%	5.7%
Fringe Benefits	\$ 48,851	\$ 54,000	\$ 50,115	10.3%	9.5%
Services	\$ 18,055	\$ 15,260	\$ 15,835	-5.0%	3.8%
Materials and Supplies	\$ 41,000	\$ 42,000	\$ 40,970	0.9%	-2.5%
Utilities	\$ 9,046	\$ 10,000	\$ 9,950	9.6%	-8.7%
Casualty and Liability	\$ 12,208	\$ 12,300	\$ 12,300	0.8%	0.0%
Taxes	\$ 49			-100.0%	
<b>Purchased Transportation:</b>					
Purchased Bus Pass Expenses					
School Bus Utilization Expenses					
Contracted Transportation Services		\$ 1,000	\$ 1,000		0.0%
Other	\$ 1,802			-100.0%	
Miscellaneous	\$ 1,290	\$ 530	\$ 855	-58.9%	68.9%
Operating Debt Service - Principal & Interest					
Leases and Rentals		\$ 10,200	\$ 11,135		9.2%
Contrib. to Capital Equip. Replacement Fund	\$ 4,149		\$ 4,200	-100.0%	
In-Kind, Contributed Services	\$ -	\$ -	\$ -		
Allocated Indirect	\$ 12,047	\$ 12,047	\$ 12,100	0.0%	0.4%
<b>Capital Expenditures</b>					
Equip. Purchases with Grant Funds	\$ 71,850			-100.0%	
Equip. Purchases with Local Revenue					
Equip. Purchases with Rate Generated Rev.					
Capital Debt Service - Principal & Interest					
<b>ACTUAL YEAR GAIN</b>	\$4,532				
Total Expenditures =	\$308,264	\$248,140	\$262,543	-19.5%	5.8%

See NOTES Below.

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

**Gilchrist County**  
**Transportation Disadvantaged Service Plan**

**Budgeted Rate Base Worksheet**

Version 1.4

CTC: Suwannee River Economic Council, Inc.

County: Gilchrist County

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 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 Revenue 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?
	from July 1st of 2017 to June 30th of 2018			
	1	2	3	4
<b>REVENUES (CTC/Operators ONLY)</b>				
<b>Local Non-Govt</b>				
Farebox	\$			
Medicaid Co Pay Received	\$			
Donations/Contributions	\$			
In-Kind, Contributed Services	\$			
Other	\$ 15,509	\$ 13,740	\$ 7,269	
<b>Bus Pass Program Revenue</b>	\$			
<b>Local Government</b>				
District School Board	\$			
County ADA Services	\$			
County Cash	\$			
County In-Kind, Contributed Services	\$			
City Cash	\$			
City In-Kind, Contributed Services	\$			
Other Cash	\$			
Other In-Kind, Contributed Services	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>CTD</b>				
Non-Spons. Trip Program	\$ 108,424	\$ 108,424	\$	
Non-Spons. Capital Equipment	\$			
Rural Capital Equipment	\$			
Other TD	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>USDOT &amp; FDOT</b>				
49 USC 5307	\$			
49 USC 5310	\$			
49 USC 5311 (Operating)	\$ 92,120	\$	\$ 92,120	
49 USC 5311(Capital)	\$			
Block Grant	\$			
Service Development	\$			
Commuter Assistance	\$			
Other DOT	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>AHCA</b>				
Medicaid	\$			
Other AHCA	\$ 40,650	\$ 40,650	\$	
<b>Bus Pass Program Revenue</b>	\$			
<b>DCF</b>				
Alcohol Drug & Mental Health	\$			
Family Safety & Preservation	\$			
Comm. Care Dis. Aging & Adult Serv	\$			
Other DCF	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>DOH</b>				
Children Medical Services	\$			
County Public Health	\$			
Other DOH	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>DOE (state)</b>				
Cent. Persons	\$			
Div of Blind Services	\$			
Vocational Rehabilitation	\$			
Day Care Programs	\$			
Other DOE	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>AWI</b>				
WAGES/Workforce Board	\$			
AWI	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>DOEA</b>				
Elder Americans Act	\$ 5,840	\$ 5,840	\$	
Community Care for Elderly	\$			
Other DOEA	\$			
<b>Bus Pass Program Revenue</b>	\$			
<b>DCA</b>				
Community Services	\$			
Other DCA	\$			
<b>Bus Pass Program Revenue</b>	\$			

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.

County: Gilchrist County



## Worksheet for Program-wide Rates

CTC: Suwannee River Et Version 1.4  
County: Gilchrist County

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 =	85,000
Rate Per Passenger Mile = \$	1.98
Total <u>Projected</u> Passenger Trips =	4,000
Rate Per Passenger Trip = \$	42.04

Fiscal Year

2017 - 2018

Avg. Passenger Trip Length = 21.3 Miles

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

Rate Per Passenger Mile = \$	3.09
Rate Per Passenger Trip = \$	65.64

**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: Suwannee River Version 1.4  
 County: Gilchrist County

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 type="radio"/> Yes
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" 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: Suwannee River Version 1.4  
County: Gilchrist County

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  
Skip #2-4 and  
Go to Section V
2. If you answered Yes to #1, do you want to charge the fee per passenger trip OR ☒ Pass Trip **Leave Blank**  
☐ Pass Mile  
per passenger 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: 2017 - 2018				
		Ambul	Wheel Chair	Stretcher	Group	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	85,000	67,150	17,400	450	Leave Blank	0
Rate per Passenger Mile =		\$1.71	\$2.92	\$6.09	\$0.00	\$0.00
					per passenger	per group

		Ambul	Wheel Chair	Stretcher	Group	
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	4,000	3,210	750	40	Leave Blank	
Rate per Passenger Trip =		\$36.25	\$62.14	\$129.47	\$0.00	\$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...

		Combination Trip and Mile Rate				
		Ambul	Wheel Chair	Stretcher	Group	
INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					Leave Blank	\$0.00
Rate per Passenger Mile for Balance =		\$1.71	\$2.92	\$6.09	\$0.00	\$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 =		\$2.66	\$4.57	\$9.51	\$0.00	\$0.00
					per passenger	per group
Rate per Passenger Trip =		\$56.60	\$97.03	\$202.14	\$0.00	\$0.00
					per passenger	per group

Program: Transportation Rates and Fees Worksheet

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## Appendix C: Vehicle Inventory

## 1.1. FORM C-4: CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (A)

Name of Applicant: Suwannee River Economic Council, Inc. Date of Inventory: 11/21/16

Model Yr. (b)	Make/size /type (C)	FDOT control # or VIN (d)	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/ Yr.	Current Mileage	Vehicle Status (Active/Spare/ Other)	Expected retirement date	Other equipment (e)	Funding source (f)
2010*	Chevy Cutaway	1GBJG31K19 1172261	Lift	8+2	21,296	127,777	Active	2015		FDOT 5310
2011	Chevy Cutaway	1GB3G2BG2 B1171025	Lift	8+2	20,418	102,092	Active	2017		TD-RC
2013	Chevy Cutaway	1GB3G2BG7 D1175852	Lift	8+2	38,699	116,097	Active	2018		FDOT 5310
2013	Chevy Cutaway	1GB3G2BG2 D1175641	Lift	8+2	36,086	108,257	Active	2018		TD-RC
2014	Chevy Cutaway	1GB3G2BG6 E1174790	Lift	8+2	39,404	78,807	Active	2019		TD-RC
2015	Ford Cutaway	1FDFE4FS9F DA35287	Lift	12+2	19,539	19,539	Active	2020		FDOT 5339
2015	Ford Cutaway	1FDFE4FS2F DA35292	Lift	12+2	18,906	18,906	Active	2020		TD-RC
2016	Ford Cutaway	1FDFE4FS8G DC55330	Lift	12+2	1,391	1,391	Active	2021		FDOT 5339

(a) Applicants must use this form.

(b) Identify vehicles to be replaced with this or other grant by placing an asterisk (\*) next to the model year. In Exhibit B of the application, provide the name of the lessee or contractor, if applicable.

(c) For example, Ford 22' bus; Dodge converted van.

(d) Show FDOT control number ORVIN if bought with grant through FDOT. If bought through other funding, list the complete VIN.

(e) Include computer hardware and software, copiers, printers, mobile radios, communication systems, etc.

(f) Identify the grant or other funding source used for purchasing the vehicle/equipment

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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): 2016

Certification Year: (Previous): 2015

Name and Address of Bus Transit System: Suwannee River Economic Council, Inc.

POB 70

Live Oak FL 32064

*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:  Date: 1/6/16  
(Individual Responsible for Assurance of Compliance)

Name: Matt Pearson Title: Executive Director

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

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

\* Note: Please do not edit or otherwise change this form.

---

# North Central Florida Regional Planning Council

## *Transportation Disadvantaged Service Plan Team*

Scott R. Koons, AICP, Executive Director

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility



Use the QR Reader App  
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**Gilchrist 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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April 3, 2017

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

RECOMMENDATION

**Re-elect Mr. Richard Esseck as the Board's Vice-Chair or elect a new Vice-Chair.**

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to hold an organizational meeting each year for the purpose of electing a Vice-Chair. The Vice-Chair shall serve a term of one year starting with the next meeting. In the event of the Chair's absence, the Vice-Chair shall assume the duties of the Chairperson and conduct the meeting.

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

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April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Suwannee River Economic Council - Operations Reports

### RECOMMENDATION

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

### BACKGROUND

Attached are the following reports for the Board's review:

1. October - December 2016 Operations Report;
2. Fiscal Year 2016/17 Transportation Disadvantaged Trust Fund Status Report;
3. October - December 2016 Complaint/Commendation Report; and
4. October - December 2016 Trip Denial Report.

If you have any questions regarding the attached reports, please do not hesitate to contact me.

### Attachments

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**QUARTERLY OPERATING REPORT  
GILCHRIST COUNTY  
OCTOBER - DECEMBER 2016**

OPERATING DATA	Suwannee River Economic Council	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,029</b>	<b>1,029</b>
Aging Program - Title III-B	0	0
Florida Transportation Disadvantaged Program	704	704
Florida Managed Medical Care Program (Medicaid)	325	325
<b>TOTAL VEHICLE MILES</b>	<b>19,976</b>	<b>19,976</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>17,890</b>	<b>17,890</b>
<b>TOTAL VEHICLE HOURS</b>	<b>2,070</b>	<b>2,070</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$56,252.46</b>	<b>\$56,252.46</b>
Aging Program - Title III-B	\$0.00	\$0.00
Florida Transportation Disadvantaged Program	\$30,859.76	\$30,859.76
Florida Managed Medical Care Program (Medicaid)	\$25,392.70	\$25,392.70
<b>AVERAGE COST PER TRIP</b>	<b>\$54.67</b>	<b>\$54.67</b>
Aging Program - Title III-B	#DIV/0!	#DIV/0!
Florida Transportation Disadvantaged Program	\$43.83	\$43.83
Florida Managed Medical Care Program (Medicaid)	\$78.13	\$78.13
<b>AVG. COST PER VEHICLE MILE</b>	<b>\$2.82</b>	<b>\$2.82</b>
<b>AVG. COST PER REVENUE VEHICLE MILE</b>	<b>\$3.14</b>	<b>\$3.14</b>
<b>AVG. COST PER VEHICLE HOUR</b>	<b>\$27.18</b>	<b>\$27.18</b>
<b>TRIP PURPOSE*</b>	<b>-</b>	<b>-</b>
Medical	947	947
Employment	0	0
Education/Training	0	0
Shopping	0	0
Meal Site	82	82
Recreation	0	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>29</b>	<b>29</b>
<b>% OF SINGLE PASSENGER TRIPS</b>	<b>3%</b>	<b>3%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>7</b>	<b>7</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>147</b>	<b>147</b>
<b>AVERAGE MILES PER TRIP</b>	<b>19</b>	<b>19</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>	<b>0</b>

**QUARTERLY OPERATING REPORT  
GILCHRIST COUNTY  
OCTOBER - DECEMBER 2015**

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>951</b>
Aging Program - Title III-B	0
Florida Transportation Disadvantaged Program	692
Florida Managed Medical Care Program (Medicaid)	259
<b>TOTAL VEHICLE MILES</b>	<b>15,076</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>12,666</b>
<b>TOTAL VEHICLE HOURS</b>	<b>838</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$37,949.64</b>
Aging Program - Title III-B	\$0.00
Florida Transportation Disadvantaged Program	\$24,523.39
Florida Managed Medical Care Program (Medicaid)	\$13,426.25
<b>AVERAGE COST PER TRIP</b>	<b>\$39.90</b>
Aging Program - Title III-B	#DIV/0!
Florida Transportation Disadvantaged Program	\$35.44
Florida Managed Medical Care Program (Medicaid)	\$51.84
<b>AVG. COST PER VEHICLE MILE</b>	<b>\$2.52</b>
<b>AVG. COST PER REVENUE VEHICLE MILE</b>	<b>\$3.00</b>
<b>AVG. COST PER VEHICLE HOUR</b>	<b>\$45.29</b>
<b>TRIP PURPOSE*</b>	<b>-</b>
Medical	951
Employment	0
Education/Training	0
Shopping	0
Meal Site	0
Recreation	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>33</b>
<b>% OF SINGLE PASSENGER TRIPS</b>	<b>3%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>8</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>119</b>
<b>AVERAGE MILES PER TRIP</b>	<b>16</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>

Source: Suwannee River Economic Council

**Suwannee River Economic Council**

**Rates:**

**Ambulatory: \$1.71 per passenger mile**

**Wheelchair: \$2.93 per passenger mile**

**Stretcher: \$6.11 per passenger mile**

**2016-2017 TRANSPORTATION DISADVANTAGED TRUST FUND SUMMARY  
GILCHRIST COUNTY**

<b>MONTH/YEAR</b>	<b>CONTRACT AMOUNT</b>	<b>TOTAL DOLLARS SPENT</b>	<b>STATE FUNDS SPENT 90%</b>	<b>LOCAL MATCH 10%</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-16	\$133,695.00	\$11,140.51	\$10,026.46	\$1,114.05	\$122,554.49	303	\$36.77
Aug-16	-	\$11,141.21	\$10,027.09	\$1,114.12	\$111,413.28	242	\$46.04
Sep-16	-	\$11,142.20	\$10,027.98	\$1,114.22	\$100,271.08	264	\$42.21
Oct-16	-	\$11,141.40	\$10,027.26	\$1,114.14	\$89,129.68	255	\$43.69
Nov-16	-	\$11,140.42	\$10,026.38	\$1,114.01	\$77,989.26	209	\$53.30
Dec-16	-	\$11,140.72	\$10,026.65	\$1,114.07	\$66,848.54	250	\$44.56
Jan-17	-				\$66,848.54		#DIV/0!
Feb-17	-				\$66,848.54		#DIV/0!
Mar-17	-				\$66,848.54		#DIV/0!
Apr-17	-				\$66,848.54		#DIV/0!
May-17	-				\$66,848.54		#DIV/0!
Jun-17	-				\$66,848.54		#DIV/0!
<b>TOTAL</b>	<b>-</b>	<b>\$66,846.46</b>	<b>\$60,161.82</b>	<b>\$6,684.61</b>	<b>-</b>	<b>1,523</b>	<b>\$43.89</b>

Source: Suwannee River Economic Council

**GILCHRIST COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
OCTOBER - DECEMBER 2016**

<b>TYPE OF COMPLAINT</b>	<b>Suwannee River Economic Council</b>	<b>Resolved</b>
<b>Vehicle Condition</b>	0	-
<b>Driver's Behavior</b>	0	-
<b>Client Behavior</b>	0	-
<b>No Show by Client</b>	0	-
<b>Tardiness - Late pickup</b>	0	-
<b>Tardiness - Late dropoff</b>	0	-
<b>No Show by Operator</b>	0	-
<b>Dispatch/Scheduling</b>	0	-
<b>Other</b>	0	-
<b>TOTALS</b>	<b>0</b>	<b>-</b>
<b>COMMENDATIONS</b>	<b>0</b>	<b>-</b>

Source: Suwannee River Economic Council

**GILCHRIST COUNTY  
UNMET TRANSPORTATION NEEDS  
OCTOBER - DECEMBER 2016**

<b>REASON FOR TRIP DENIAL</b>	<b>NUMBER OF TRIP DENIALS</b>
<b>Lack of Funding</b>	0
<b>Trip Purpose</b>	0
<b>Out of Service Area Trip</b>	0
<b>Insufficient Advance Notice</b>	0
<b>After Hours Trip Request</b>	0
<b>Weekend Trip Request</b>	0
<b>Other</b>	0
<b>TOTALS</b>	<b>0</b>

Source: Suwannee River Economic Council



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April 3, 2017

TO: Gilchrist County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2017 Florida Legislative Session

#### RECOMMENDATION

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

#### BACKGROUND

Attached is information regarding the 2017 Florida legislative session and Florida's Transportation Disadvantaged Program. If you have any questions concerning the attached information, please contact me at extension 110.

Attachment

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The budget process in Tallahassee is underway.

The Governor's recommendations for the TD Program includes an additional \$1,572,964 in new revenues to increase funding for the Trip and Equipment Grant Program, \$1,750,000 of unreserved funds from the TD Trust Fund to fund the second year of the Mobility Enhancement Program, and \$930,909 to build and maintain a new AOR system. The Governor recommendations for additional TD funding totals \$4.25M.

The Chairs of the Senate's Appropriations Subcommittee on Transportation, Tourism and Economic Development and the House's Transportation and Tourism Appropriations Subcommittee released their budget recommendations for Fiscal Year 2017-18. The Senate picked up the \$4.25M of additional funding in the Governor recommended budget for the TD Program. The House picked up \$0, which means no additional funding for the Trip and Equipment Grant Program and no funding for the second year of the Mobility Enhancement Grant Program.

At some point in the process the Senate and House will agree on a budget for TD. The Senate agrees with the Governor's budget. It would be nice if the House also agreed with the Governor's and Senate's budgets.

The attachment contains:

- the total amount of TD funding, minus match, for the current year for each county;
- the total amount of TD funding, minus match, each county would receive next year under the House's budget; and
- the difference between funding for this year and funding for next year.

If you have concerns about your level of Trip and Equipment Grant funding for next fiscal year and / or worries about eliminating the second year of the Mobility Enhancement Grant Program, you may want to consider contacting your representative to let him/her know your concerns. It is important for your representatives to understand the impact this funding may have on the level of services you provide in your service area. The Members of the House Transportation and Tourism Appropriations Subcommittee are:

Ingram, Clay [R], Chair  
Drake, Brad [R], Vice Chair  
Jenne, Evan [D], Democratic Ranking Member  
Beshears, Halsey [R]  
Cortes, Robert "Bob" [R]  
Fant, Jay [R]  
Geller, Joseph [D]  
Grant, Michael [R]  
Jacquet, Al [D]  
Killebrew, Sam H. [R]  
La Rosa, Mike [R]  
McGhee, Kionne L. [D]  
Santiago, David [R]  
Trumbull, Jay [R]  
Watson, Barbara [D]

Steve Holmes  
Executive Director  
Florida Commission for the Transportation Disadvantaged

**HOUSE TRANSPORTATION AND TOURISM APPROPRIATIONS SUBCOMMITTEE  
CHAIRMAN'S BUDGET RECOMMENDATIONS**

County	2016-17 Total CTD Funding (Minus Match)	Chairman's Recommendations	Difference
Alachua	\$742,339	\$622,605	(\$119,734)
Baker	\$235,417	\$200,987	(\$34,430)
Bay	\$518,101	\$432,859	(\$85,242)
Bradford	\$141,126	\$120,663	(\$20,463)
Brevard	\$1,649,524	\$1,538,832	(\$110,692)
Broward	\$3,804,426	\$3,885,355	\$80,929
Calhoun	\$205,054	\$187,361	(\$17,693)
Charlotte	\$368,683	\$370,237	\$1,554
Citrus	\$438,528	\$409,827	(\$28,701)
Clay	\$508,625	\$402,558	(\$106,067)
Collier	\$824,464	\$823,272	(\$1,192)
Columbia	\$340,587	\$304,108	(\$36,479)
DeSoto	\$237,401	\$217,333	(\$20,068)
Dixie	\$209,885	\$188,332	(\$21,553)
Duval	\$1,596,930	\$1,550,412	(\$46,518)
Escambia	\$667,066	\$633,832	(\$33,234)
Flagler	\$354,195	\$284,524	(\$69,671)
Franklin	\$189,595	\$160,483	(\$29,112)
Gadsden	\$412,857	\$362,524	(\$50,333)
Gilchrist	\$120,325	\$107,974	(\$12,351)
Glades	\$215,773	\$199,527	(\$16,246)
Gulf	\$204,399	\$180,134	(\$24,265)
Hamilton	\$154,336	\$140,086	(\$14,250)
Hardee	\$264,320	\$236,535	(\$27,785)
Hendry	\$364,281	\$329,856	(\$34,425)
Hernando	\$395,675	\$318,287	(\$77,388)
Highlands	\$519,804	\$475,268	(\$44,536)
Hillsborough	\$2,303,556	\$1,868,823	(\$434,733)
Holmes	\$221,216	\$195,844	(\$25,372)
Indian River	\$368,077	\$320,680	(\$47,397)
Jackson	\$471,175	\$418,370	(\$52,805)
Jefferson	\$195,666	\$180,075	(\$15,591)
Lafayette	\$157,648	\$141,779	(\$15,869)
Lake	\$732,055	\$699,562	(\$32,493)
Lee	\$913,254	\$875,012	(\$38,242)
Leon	\$548,220	\$529,983	(\$18,237)
Levy	\$426,612	\$363,966	(\$62,646)
Liberty	\$284,449	\$249,104	(\$35,345)
Madison	\$247,077	\$211,540	(\$35,537)
Manatee	\$641,791	\$617,962	(\$23,829)
Marion	\$934,010	\$796,708	(\$137,302)
Martin	\$379,429	\$293,541	(\$85,888)
Miami-Dade	\$5,882,719	\$6,341,831	\$459,112
Monroe	\$426,204	\$347,710	(\$78,494)
Nassau	\$334,832	\$290,725	(\$44,107)
Okaloosa	\$509,030	\$492,270	(\$16,760)
Okeechobee	\$252,647	\$233,935	(\$18,712)
Orange	\$2,431,332	\$2,356,854	(\$74,478)
Osceola	\$1,065,456	\$1,001,994	(\$63,462)
Palm Beach	\$2,942,044	\$2,929,638	(\$12,406)
Pasco	\$683,091	\$665,175	(\$17,916)
Pinellas	\$2,861,360	\$3,094,397	\$233,037
Polk	\$1,240,554	\$1,186,980	(\$53,574)
Putnam	\$477,054	\$376,222	(\$100,832)
Saint Johns	\$634,064	\$476,345	(\$157,719)
Saint Lucie	\$546,584	\$525,341	(\$21,243)
Santa Rosa	\$443,157	\$394,810	(\$48,347)
Sarasota	\$1,040,894	\$942,118	(\$98,776)
Seminole	\$767,181	\$774,476	\$7,295
Sumter	\$343,158	\$279,528	(\$63,630)
Suwannee	\$267,243	\$234,562	(\$32,681)
Taylor	\$326,758	\$290,325	(\$36,433)
Union	\$105,242	\$92,050	(\$13,192)
Volusia	\$1,190,253	\$1,148,054	(\$42,199)
Wakulla	\$220,100	\$192,666	(\$27,434)
Walton	\$439,332	\$377,658	(\$61,674)
Washington	\$248,846	\$217,292	(\$31,554)
<b>TOTALS</b>	<b>\$50,187,086</b>	<b>\$47,709,675</b>	<b>(\$2,477,411)</b>

3/29/2017

**ATTENDANCE RECORD**

**GILCHRIST COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>4/13/2016</b>	<b>7/13/2016</b>	<b>10/13/2016</b>	<b>1/11/2017</b>
Chair	Commissioner Marion Poitevint	P	P	P	P
Florida Department of Transportation	Sandra Collins	A	P	A	P
Alternate Member	Janell Damato	A	A	A	A
Florida Department of Children and Families	Debbie Andrews	A	A	A	A
Alternate Member	(Vacant)				
Florida Agency for Health Care Administration	Deweece Ogden	P	P	A	A
Alternate Member	Pamela Hagley	A	A	A	A
Florida Department of Education	Melinda Jordan	A	A	A	A
Alternate Member	Jeffrey Aboumrad	P	A	P	A
Public Education	Michelle Walker-Crawford	A	P	A	A
Alternate Member	Julie C. Thomas	A	A	A	A
Citizen Advocate	Vacant				
Alternate Member	(Vacant)				
Citizen Advocate-User	James McCrone	A	A	P	A
Alternate Member	(Vacant)				
Elderly	Richard Esseck	P	P	P	P
Alternate Member	(Vacant)				
Veterans	Jim Mash	P	A	A	A
Alternate Member	(Vacant)				
Persons with Disabilities	Leslie Esseck	P	P	P	P
Alternate Member	(Vacant)				
Florida Department of Elder Affairs	Miriam Otera				P
Alternate Member	(Vacant)				
Children at Risk	Sandra Woodard		P	P	P
Alternate Member	Brooke Ward	A	A	A	A
Local Medical Community	Brittney Keeling	P	P	P	P
Alternate Member	Krishna Stemple	P	A	A	P
Regional Workforce Board	Selvin Cray				
Alternate Member	Sifoa Nunu	A	A	A	A

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws:

"The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member on the Board who fails to attend three consecutive meetings."



# Are You Interested in Public Transportation Services in Gilchrist County?



Volunteer positions are available to serve as members of the  
**Gilchrist County**  
**Transportation Disadvantaged Coordinating Board**

Applicants must be residents of  
Gilchrist County.



For more information please contact:  
Ms. Lynn Godfrey, Senior Planner  
North Central Florida Regional Planning Council  
352.955.2200, extension 110  
godfrey@ncfrpc.org  
<http://www.ncfrpc.org/>

