



Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

---

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

January 12, 2017

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

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, January 19, 2017 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. All Board members are encouraged to attend this meeting.

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

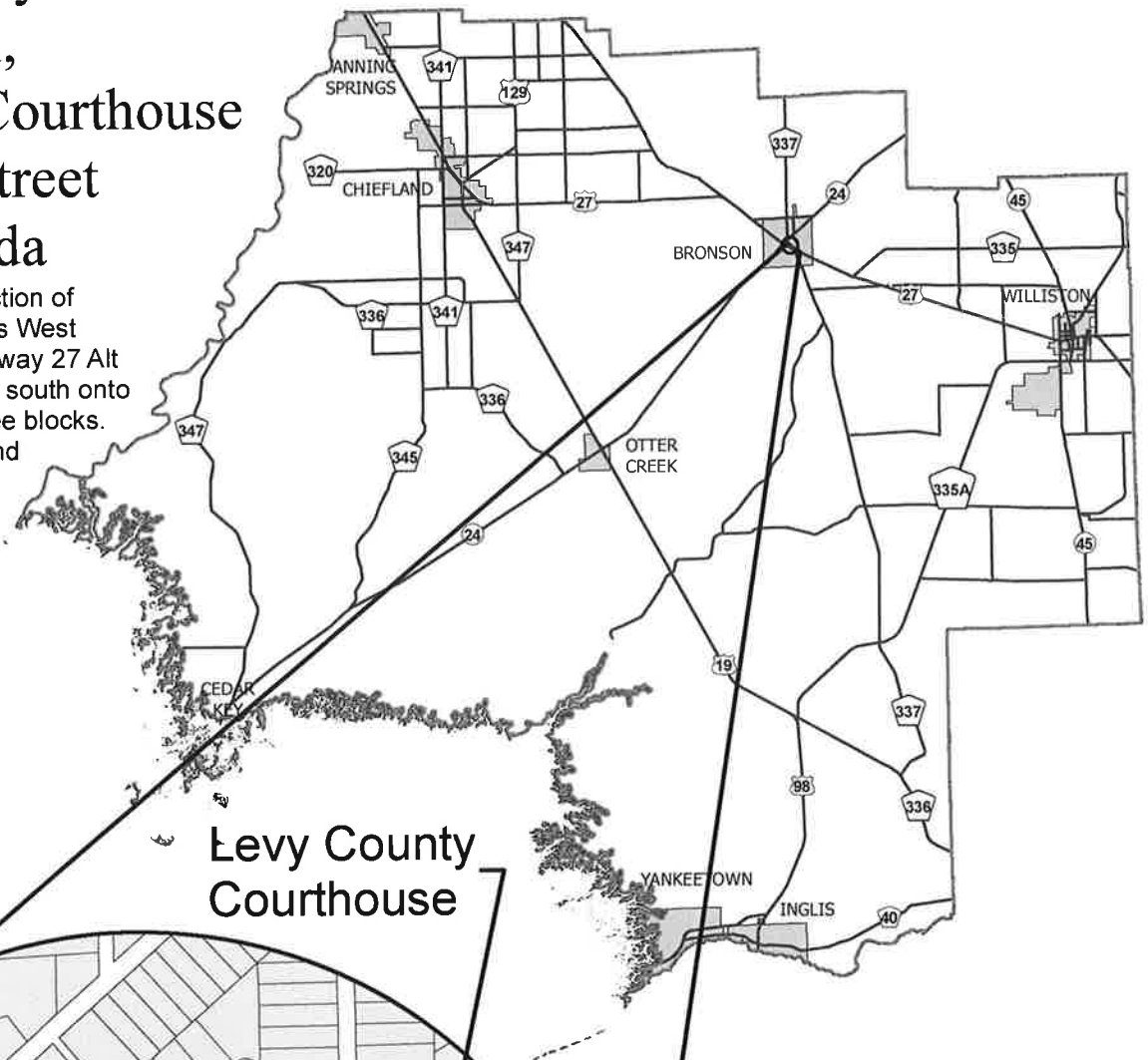
#### Attachments

t:\lynn\td2017\levy\memos\jan.docx

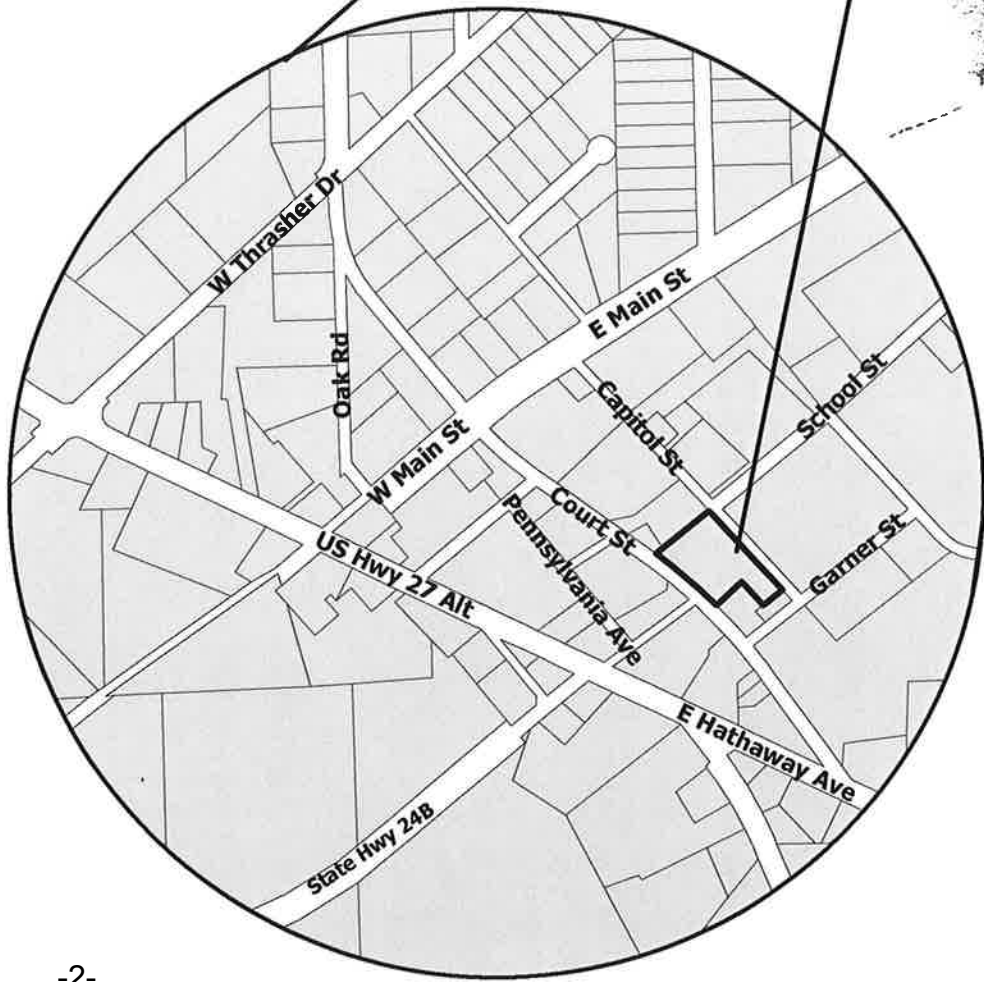
Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

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

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



Levy County  
Courthouse



1 inch = 667 feet





Serving  
Alachua • Bradford  
Columbia • Dixie • Gilchrist  
Hamilton • Lafayette • Levy • Madison  
Marion • Suwannee • Taylor • Union Counties

---

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

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

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

**Thursday  
January 19, 2017  
10:00 a.m.**

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

**A. Invocation**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Public Comments**

**E. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**F. Approval of the November 17, 2016  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

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

**Page 11**

**ACTION REQUIRED**

The Board needs to review and approve amendments to the Levy County Transportation Disadvantaged Service Plan

**B. Levy County Transit Operations Reports**

**Page 57**

**NO ACTION REQUIRED**

### **III. OTHER BUSINESS**

#### **A. Comments**

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

### **IV. FUTURE MEETING DATES**

- A. April 20, 2017 at 10:00 a.m.**
- B. August 17, 2017 at 10:00 a.m.**
- C. November 16, 2017 at 10:00 a.m.**

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

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

**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

| <b>MEMBER/REPRESENTING</b>  | <b>ALTERNATE/REPRESENTING</b>   |
|---|---|
| Commissioner John Meeks<br>Local Elected Official/Chair   | Danny Stevens<br>Local Elected Official   |
| Sandra Collins<br>Florida Department of Transportation<br>Grievance/Annual Evaluation Committee Member        | Doreen Joyner-Howard<br>Florida Department of Transportation                    |
| Vickie Menasco<br>Florida Department of Children and Families<br>Grievance/Annual Evaluation Committee Member | Amy Burton<br>Florida Department of Children and Families                       |
| Jeff Aboumrad<br>Florida Department of Education  | Peter Shepis<br>Florida Department of Education                                 |
| Matthew Pearson<br>Florida Department of Elder Affairs<br>Annual Evaluation Committee Member                  | Vacant<br>Florida Department of Elder Affairs                                   |
| Dewece Ogden<br>Florida Agency for Health Care Administration<br>Grievance/Annual Evaluation Committee Member | Pamela Hagley<br>Florida Agency for Health Care Administration                  |
| Dale French<br>Regional Workforce Board   | Kathleen Woodring<br>Regional Workforce Board                                   |
| Vacant<br>Florida Association for Community Action<br>Term ending June 30, 2017                               | Vacant<br>Florida Association for Community Action<br>Term ending June 30, 2017 |
| Bruce Greenlee<br>Public Education<br>Grievance Committee Member  | Joseph Wain<br>Public Education   |
| Robert E. Lowyns<br>Veterans<br>Grievance/Annual Evaluation Committee Member<br>Term ending June 30, 2017     | Julie E. Rose<br>Veterans<br>Term ending June 30, 2017                          |
| Renate M. Cannon, Vice-Chair<br>Citizen Advocate<br>Term ending June 30, 2018                                 | Vacant<br>Citizen Advocate<br>Term ending June 30, 2018                         |
| Tammy Jean Ippolito<br>Citizen Advocate - User<br>Term ending June 30, 2018                                   | Vacant<br>Citizen Advocate - User<br>Term ending June 30, 2018                  |
| Vacant<br>Persons with Disabilities<br>Annual Evaluation Committee Member<br>Term ending June 30, 2018        | Vacant<br>Persons with Disabilities<br>Term ending June 30, 2018                |
| Vacant<br>Elderly<br>Term ending June 30, 2017  | Vacant<br>Elderly<br>Term ending June 30, 2017                                  |
| Vacant<br>Medical Community<br>Term ending June 30, 2019  | Vacant<br>Medical Community<br>Term ending June 30, 2019                        |
| Sandra Woodard<br>Children at Risk<br>Term ending June 30, 2019   | Brooke Ward<br>Children at Risk<br>Term ending June 30, 2019                    |
| Vacant<br>Private Transit<br>Term ending June 30, 2019  | Vacant<br>Private Transit<br>Term ending June 30, 2019                          |

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



**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

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

Thursday  
November 17, 2016  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Renate M. Cannon, Citizen Advocate, Vice-Chair  
Dale French representing Kathleen Woodring, Regional Workforce Board Representative  
Bruce Greenlee, Public Education Representative  
Robert Lowyns, Veterans Representative  
Vickie Menasco, Florida Department of Children and Families Representative  
Matthew Pearson, Florida Association for Community Action Representative  
Sandra Woodard, Children at Risk Representative

**VOTING MEMBERS ABSENT**

Jeff Aboumrad Florida Department of Education Representative  
Sandra Collins, Florida Department of Transportation Representative  
Tammy Ippolito, Citizen Advocate - User  
Commissioner John Meeks, Chair

**OTHERS PRESENT**

Connie Conley, Levy County Transit

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Due to Chair Meeks' absence, Vice-Chair Cannon called the meeting to order at 10:00 a.m.

**A. Invocation**

Bruce Greenlee gave the invocation.

**B. Pledge of Allegiance**

Sandra Woodard led the Board in reciting the Pledge of Allegiance.

**C. Roll Call**

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

**D. Public Comments**

There were no public comments.

**E. Approval of the Meeting Agenda**

**ACTION: Bruce Greenlee moved to approve the meeting agenda. Dale French seconded; motion passed unanimously.**

**F. Approval of the September 22, 2016 Meeting Minutes**

**ACTION: Sandra Woodard moved to approve the September 22, 2016 minutes. Bruce Greenlee seconded; motion passed unanimously.**

**II. UNFINISHED BUSINESS**

**A. 2016/17 Levy County Transportation Disadvantaged Service Plan Amendments**

Ms. Connie Conley, Levy County Transit General Manager, discussed amendments to the Levy County Transportation Disadvantaged Service Plan that she requested at the last meeting.

Sandra Woodard asked when the service policy changes will go into effect and how Levy County Transit will notify passengers of the service policy changes.

Ms. Connie Conley, Levy County Transit, General Manager, said the new service policies will go into effect January 1, 2017. She said they will send letters and new rider guides to passengers.



**ACTION: Bruce Greenlee moved to approve the Levy County Transportation Disadvantaged Service Plan amendments. Sandra Woodard seconded; motion passed unanimously.**

### III. NEW BUSINESS

#### A. Annual Performance Evaluation

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Board is required to annually evaluate Levy County Transit's performance as the Community Transportation Coordinator for Levy County. She discussed Levy County Transit's draft annual performance evaluation.

**ACTION: Sandra Woodard moved to approve Levy County Transit's annual performance evaluation. Vickie Menasco seconded; motion passed unanimously.**

### IV. OTHER BUSINESS

#### A. Comments

##### 1. Members

Bruce Greelee said Levy County Transit is doing an excellent job and appreciates the work Ms. Conley does.

Vice-Chair Cannon commended Levy County Transit for providing transportation to Levy County residents.

##### 2. Citizens

There were no citizen comments.

### V. FUTURE MEETING DATES

Vice-Chair Cannon stated that the next meeting of the Board is scheduled for Thursday, January 19, 2017 at 10:00 a.m. She asked if the Board will be holding its annual public hearing at the next meeting.

Ms. Godfrey said a public workshop will be held at the April 20, 2017 meeting since the Board will be approving the Levy County Transportation Disadvantaged Service Plan at that meeting.

**ADJOURNMENT**

The meeting was adjourned at 11:00 a.m.

---

Coordinating Board Chair

---

Date



January 12, 2017

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

RECOMMENDATION

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

BACKGROUND

Projects selected for funding under Moving Ahead for Progress in the 21st Century (MAP-21) Act programs must be derived from a Coordinated Public Transit-Human Services Transportation Plan. The Plan must be developed through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

In addition, according to the Florida Administrative Code 41-2.011(6):

“In cooperation with the local Coordinating Board, the Community Transportation Coordinator shall review all applications for local government, federal and state transportation disadvantaged funds submitted from or planned for use in their designated service area.”

Attached are draft amendments to the Levy County Transportation Disadvantaged Service Plan that meet the Federal and State requirements. Also, attached are Levy County Transit’s applications for U.S.C. Section 5311 and 5339 grant funds.

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

Attachments

t:\lynn\td2017\levy\memos\tdspamendfdotappl.docx



### 3. Barriers to Coordination

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

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

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

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

### 4. Needs Assessment

#### United States Code Section 5311 Grant Program

| PROJECT   | PROJECT YEAR | LOCATION    | ESTIMATED COST | FUNDING SOURCE                            |
|---|--------------|-------------|----------------|---|
| Continuation of existing and public transportation services and increasing service provision. | 2017/18      | Levy County | \$250,000      | United States Code Section 5311           |
|   |              |             | \$250,000      | Levy County Board of County Commissioners |

#### United States Code Section 5339 Grant Program

| PROJECT                           | PROJECT YEAR | LOCATION     | ESTIMATED COST | FUNDING SOURCE                  |
|-----------------------------------|--------------|--------------|----------------|---------------------------------|
| Purchase two replacement vehicles | 2017/18      | Levy, County | \$145,854      | United States Code Section 5339 |



2017/2018

Application for Section 5311 Operational  
Assistance

**COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**



**GOVERNMENT  
SERVING  
CITIZENS**

---

**John Meeks**  
District 1

**Rock Meeks**  
District 2

**Mike Joyner**  
District 3

**Lilly Rooks**  
District 4

**Danny Stevens**  
District 5

---

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION**

**GRANT APPLICATION**

December 6, 2016

Ms. Doreen Joyner-Howard, Manager of Modal Development  
District Two Office  
2198 Edison Avenue, Mail Station 2813  
Jacksonville, Florida 32204

Dear Ms. Doreen Joyner-Howard,

The Levy County Board of County Commissioners hereby submits this application for the Section 5311 Program Grant and agrees to comply with all assurances and exhibits attached Hereto and by this reference made a part hereof, as itemized in the Checklist for Application Completeness.

The Levy County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28 Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense out of the non-compliance by the Agency, it's officers, agents or employees, with any the assurances stated in this application.

This application is submitted on the 9<sup>th</sup> day of December, 2016 with two (2) original resolutions authorizing John Meeks, Board Chairman of the Levy County Board of County Commissioners to sign this application.

Levy County Board of County Commissioners

By: 

Title: John Meeks/Board Chairman

Date: December 6, 2016

P.O. Box 310 Bronson Florida 32621  
Telephone (352) 486-5218 Fax (352) 486-5167  
e-mail: [levybocc@levycounty.org](mailto:levybocc@levycounty.org) Website: [Levycounty.org](http://Levycounty.org)



**RESOLUTION  
2016-074**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS, CERTIFICATIONS AND ASSURANCES FOR FISCAL YEAR 2017 FOR A GRANT UNDER 49 U.S.C. SECTION 5311 TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD, THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD, AND THE PERFORMANCE OF OTHER FUNCTIONS AND DUTIES RELATED TO THE GRANT APPLICATION, ACCEPTANCE, AND ADMINISTRATION.**

**WHEREAS**, the Board of County Commissioners of Levy County, Florida (hereinafter the "Applicant") authorizes the below named designee(s) on behalf of the Applicant, to: sign and submit grant application(s) and all required supporting documents; give all required certifications and assurances to the Florida Department of Transportation; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation; and

**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5310 and 5311, where applicable.

**NOW, THEREFORE BE IT RESOLVED:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section 5311.

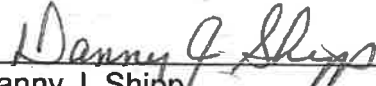
4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, request joint participation agreement time extensions with the Florida Department of Transportation; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.

5. Connie Conley, Director, Levy County Transit Department, or her successor or designee, is also hereby designated and authorized to sign requests for joint participation agreement time extensions as may be required.

**DULY PASSED AND ADOPTED** this the 6th day of December, 2016.

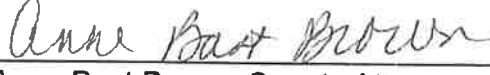
**BOARD OF COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**

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

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

  
\_\_\_\_\_  
John Meeks, Chair

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

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

| Application for Federal Assistance SF-424   |   |
|---|---|
| <b>* 1. Type of Submission:</b><br><input type="checkbox"/> Preapplication<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed/Corrected Application |   |
| <b>* 2. Type of Application:</b><br><input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation<br><input type="checkbox"/> Revision                               |   |
| <b>* If Revision, select appropriate letter(s):</b><br>_____<br><b>* Other (Specify):</b><br>_____  |   |
| <b>* 3. Date Received:</b><br>12/09/2016  | <b>4. Applicant Identifier:</b><br>_____          |
| <b>5a. Federal Entity Identifier:</b><br>_____  | <b>5b. Federal Award Identifier:</b><br>_____     |
| <b>State Use Only:</b>  |   |
| <b>6. Date Received by State:</b> _____   | <b>7. State Application Identifier:</b> _____     |
| <b>8. APPLICANT INFORMATION:</b>  |   |
| <b>* a. Legal Name:</b> Levy County a Political Subdivision of the State of Florida   |   |
| <b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b><br>59-600717   | <b>* c. Organizational DUNS:</b><br>0826435110000 |
| <b>d. Address:</b>  |   |
| <b>* Street1:</b> 355 S Court Street, P.O. Box 310  | _____   |
| <b>Street2:</b>   | _____   |
| <b>* City:</b> Bronson  | _____   |
| <b>County/Parish:</b>   | _____   |
| <b>* State:</b>   | FL: Florida                                       |
| <b>Province:</b>  | _____   |
| <b>* Country:</b>   | USA: UNITED STATES                                |
| <b>* Zip / Postal Code:</b> 32621-9998  | _____   |
| <b>e. Organizational Unit:</b>  |   |
| <b>Department Name:</b><br>_____  | <b>Division Name:</b><br>_____                    |
| <b>f. Name and contact information of person to be contacted on matters involving this application:</b>   |   |
| <b>Prefix:</b> _____  | <b>* First Name:</b> Connie                       |
| <b>Middle Name:</b> _____   | _____   |
| <b>* Last Name:</b> Conley  | _____   |
| <b>Suffix:</b> _____  | _____   |
| <b>Title:</b> Director  |   |
| <b>Organizational Affiliation:</b><br>_____   |   |
| <b>* Telephone Number:</b> 352-486-3485   | <b>Fax Number:</b> 352-486-3312                   |
| <b>* Email:</b> conley-connie@levycounty.org  |   |

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.509

CFDA Title:

Formula Grants for Rural Areas Program

**\* 12. Funding Opportunity Number:**

20.509

\* Title:

49 U.S.C. Section 5311 Grant for Rural Areas

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Operating assistance for continuation of trips provided to the general public of Levy County.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="250,000.00"/> |
| * b. Applicant      | <input type="text" value="0.00"/>       |
| * c. State          | <input type="text" value="0.00"/>       |
| * d. Local          | <input type="text" value="250,000.00"/> |
| * e. Other          | <input type="text" value="0.00"/>       |
| * f. Program Income | <input type="text" value="0.00"/>       |
| * g. TOTAL          | <input type="text" value="500,000.00"/> |

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

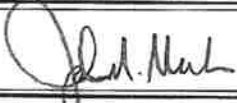
**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## **EXHIBIT A**

### **Current System Description**

**Levy County Transit is a County Agency under the direction of the Levy County Board of County Commissioners and is the CTC (Community Transportation Coordinator) for the County.**

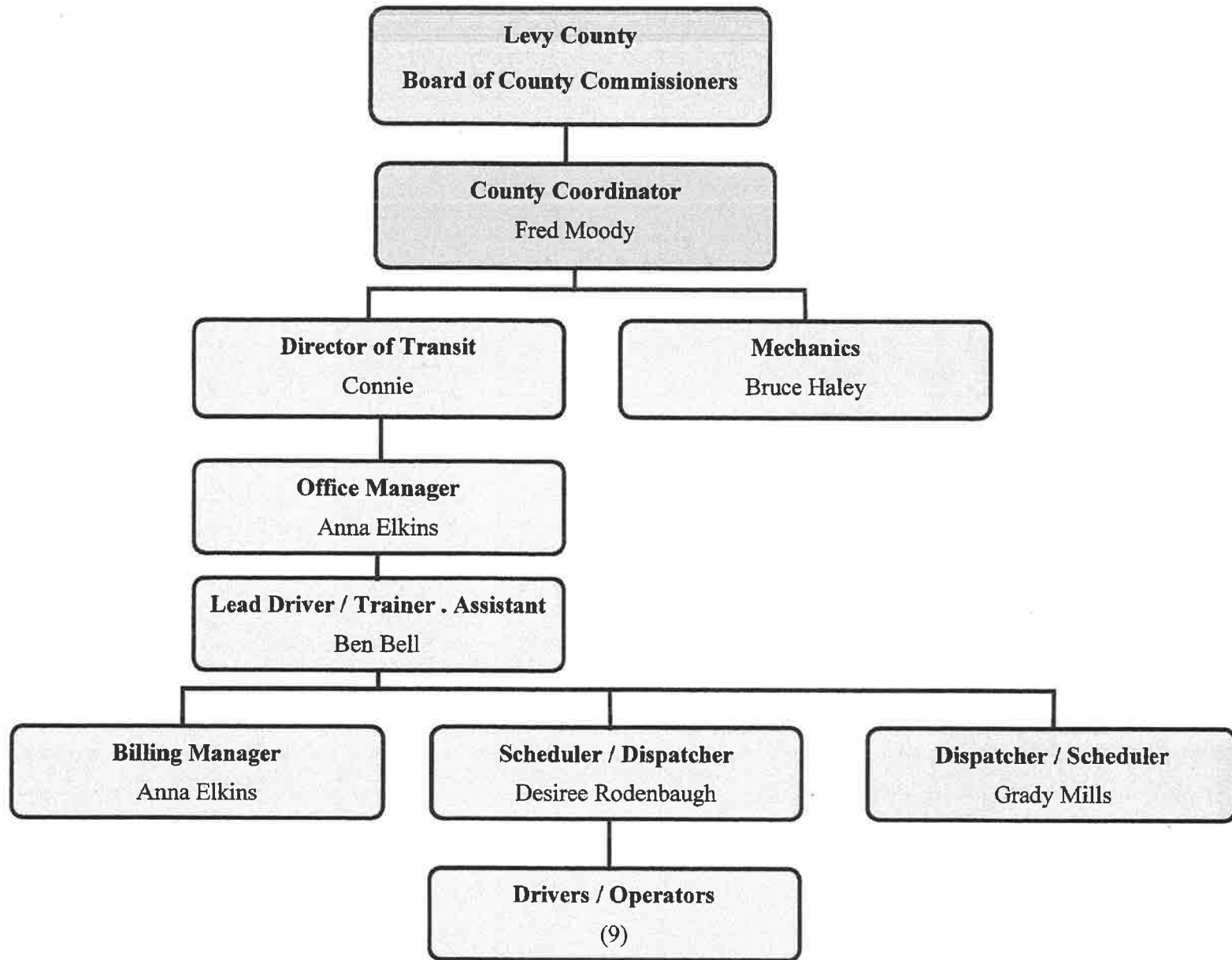
**Levy County Transit provides transportation service to the general public within the County. The services include taking passengers into surrounding counties/cities to better serve the citizens of the county.**

**Levy County is predominately rural and has a land mass of approximately 1118 square miles with an estimate population of 39,832. This information come from the United States Census Bureau.**

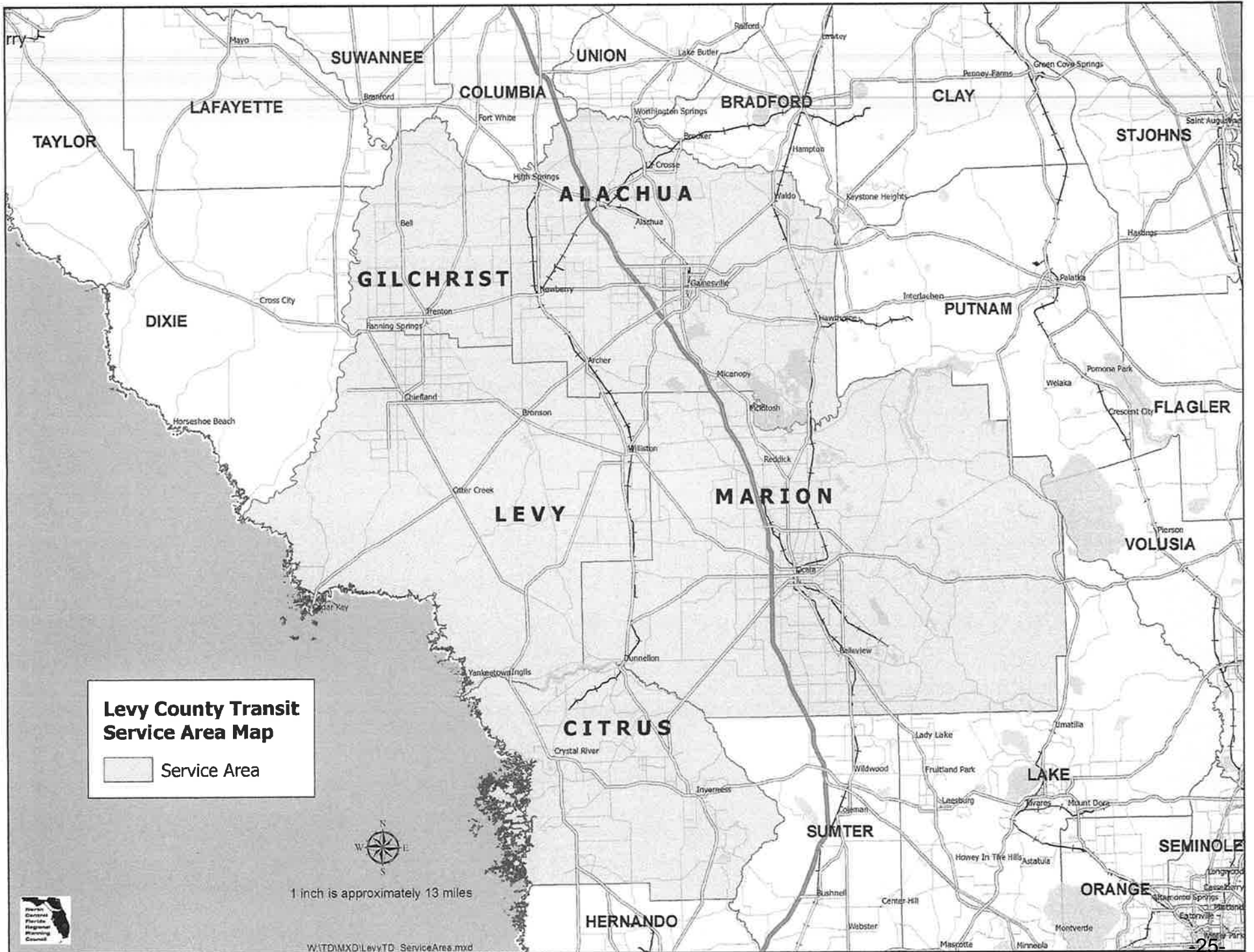
- 1. The mission and goals of this agency are to provide transportation to individuals that are in need of a safe, reliable and professional service to and from destinations to increase the quality of their lives in one way or another. Daily strides are taken to meet or exceed the expectations of the citizens who use transportation. Efforts are made continually to bring awareness to the services provided by this agency and seek ways to increase ridership.**
- 2. Levy County Board of County Commissioners is the governing board of this agency. All grant applications, service agreements or purchasing of capital equipment must be approved by the Board prior to any action taken by Levy County Transit. All services provided are door to door demand response, meeting ADA guidelines including wheelchair and stretcher trips. Currently there are 12 full time and one part time employee.**
- 3. Levy County BOCC carries all insurance for the agency and vehicles. The Director is responsible for training, managing and administration of the transportation program. Trainings offered are attended when possible for certifications that will assist in training of new hires and refresher trainings for current employees. All training provided follow the guidelines of Chapter 427, Rule Chapter 14-90 and compliance of the System Safety Program Plan. Driver's hold CDL with passenger endorsement, have passed DOT physical and First aid/CPR Training. Office staff are qualified to drive, as most drive on a daily basis.**
- 4. Levy County Transit has a mechanic that is dedicated to the transportation fleet on a daily basis. In the event that the mechanic is out and repairs are needed on a vehicle, a county mechanic will respond to the need. Occasional repairs arise that must be outsourced so quotes are received for those repairs. All preventive maintenance services and annual inspections are performed at the county maintenance facility. Only major repairs such as engine work, transmissions or body work get out sourced.**
- 5. Of the 12 current employees there are 7 F/T drivers and one P/T driver however the scheduler, dispatcher, office manager drive daily with the Director driving as needed. The**

mechanic is the only employee that does not drive. A shortage of drivers has been an ongoing issue for almost two years but efforts continue to hire qualified drivers.

6. Levy County Transit provides 9 dedicated runs in the a.m. Those runs are returned in the afternoon. All other trips are scheduled within and around the dedicated runs. 40847 trips were provided for the period of October 1, 2015 to September 30, 2016. Of the 40847 trips provided 11,859 were provided for the elderly and or disabled population. During this period 624,445 miles were driven with 533,878 being revenue miles.







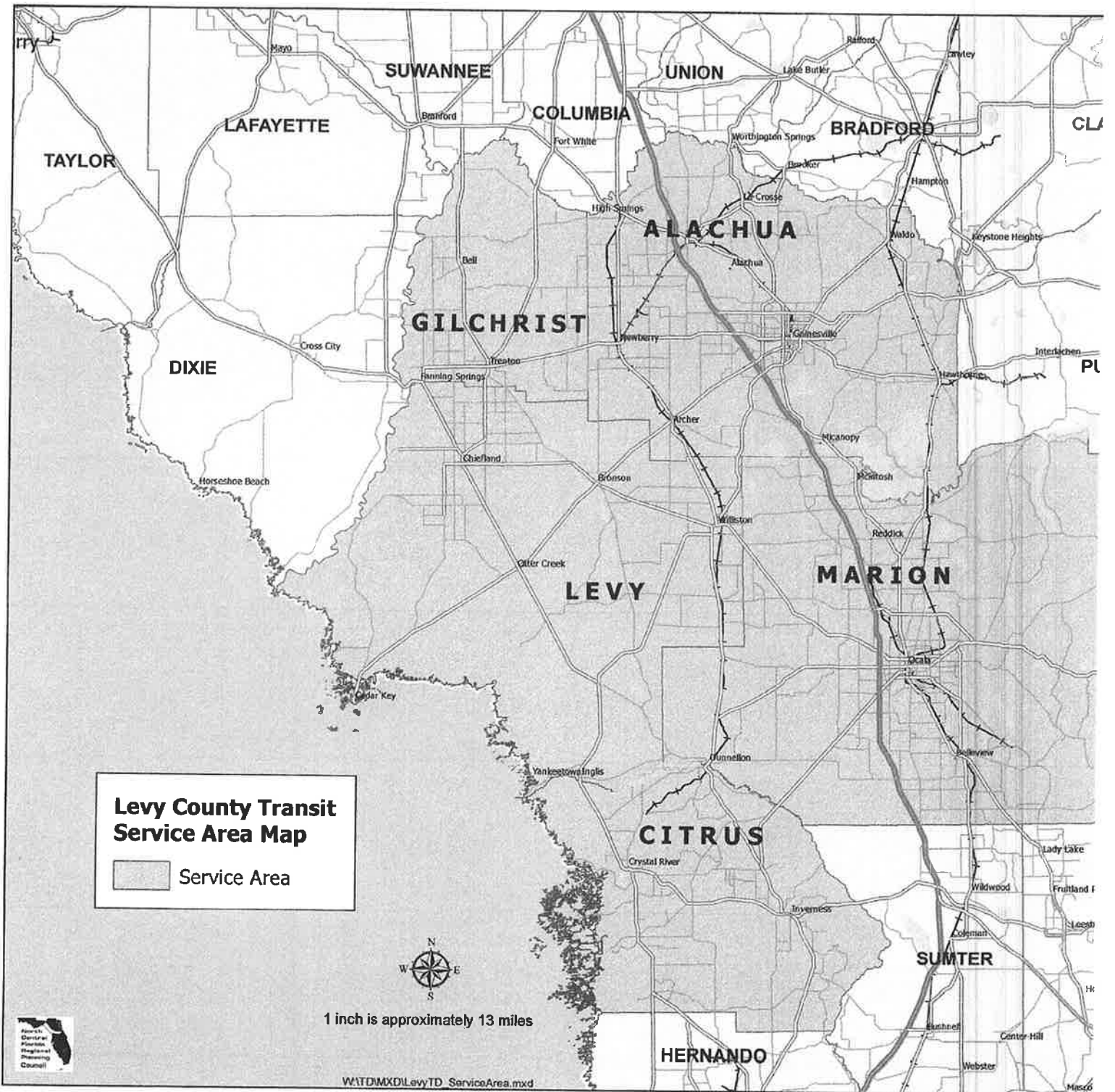
**Levy County Transit Service Area Map**

Service Area



1 inch is approximately 13 miles





County: Levy  
 CTC: Levy Board of County Commissioners  
 Contact: Connie Conley  
 970 East Hathaway Avenue, PO Box 310  
 Bronson, FL 32621  
 352-486-3485  
 Email: [conley-connie@levycounty.org](mailto:conley-connie@levycounty.org)

| Demographics            | Number |
|-------------------------|--------|
| Total County Population | 39,613 |
| Potential TD Population | 21,907 |
| UDPHC                   | 463    |



| Trips By Type of Service | 2013          | 2014          | 2015          |
|--------------------------|---------------|---------------|---------------|
| Fixed Route (FR)         | 0             | 0             | 0             |
| Deviated FR              | 0             | 0             | 0             |
| Ambulatory               | 56,806        | 53,466        | 43,544        |
| Non-Ambulatory           | 4,612         | 4,006         | 2,769         |
| Stretcher                | 7             | 8             | 5             |
| School Board             | 0             | 0             | 0             |
| <b>TOTAL TRIPS</b>       | <b>61,425</b> | <b>57,480</b> | <b>46,318</b> |

| Passenger Trips By Trip Purpose | 2013          | 2014          | 2015          |
|---------------------------------|---------------|---------------|---------------|
| Medical                         | 13,769        | 13,010        | 7,608         |
| Employment                      | 4,248         | 2,809         | 2,863         |
| Ed/Train/DayCare                | 34,846        | 37,093        | 27,412        |
| Nutritional                     | 525           | 328           | 817           |
| Life-Sustaining/Other           | 8,037         | 4,240         | 7,618         |
| <b>TOTAL TRIPS</b>              | <b>61,425</b> | <b>57,480</b> | <b>46,318</b> |

| Passenger Trips By Funding Source | 2013          | 2014          | 2015          |
|-----------------------------------|---------------|---------------|---------------|
| CTD                               | 11,549        | 14,962        | 11,642        |
| AHCA                              | 10,432        | 9,916         | 1,359         |
| APD                               | 10,989        | 10,275        | 8,919         |
| DOEA                              | 389           | 328           | 697           |
| DOE                               | 0             | 0             | 0             |
| Other                             | 28,066        | 21,999        | 23,701        |
| <b>TOTAL TRIPS</b>                | <b>61,425</b> | <b>57,480</b> | <b>46,318</b> |

| Vehicle Data  | 2013    | 2014    | 2015    |
|---------------|---------|---------|---------|
| Vehicle Miles | 842,193 | 834,915 | 731,044 |
| Revenue Miles | 706,612 | 700,143 | 610,042 |
| Roadcalls     | 4       | 15      | 20      |
| Accidents     | 0       | 2       | 2       |
| Vehicles      | 24      | 24      | 24      |
| Driver Hours  | 36,400  | 32,213  | 25,007  |

| Financial and General Data | 2013        | 2014        | 2015        |
|----------------------------|-------------|-------------|-------------|
| Expenses                   | \$1,620,909 | \$1,634,238 | \$1,544,139 |
| Revenues                   | \$1,806,260 | \$1,643,938 | \$1,802,136 |
| Commendations              | 17          | 21          | 26          |
| Complaints                 | 1           | 2           | 3           |
| Passenger No-Shows         | 1,142       | 1,501       | 1,084       |
| Unmet Trip Requests        | 212         | 56          | 50          |

| Performance Measures        | 2013    | 2014   | 2015   |
|-----------------------------|---------|--------|--------|
| Accidents per 100,000 Miles | 0.00    | 0.24   | 0.27   |
| Miles between Roadcalls     | 210,548 | 55,661 | 36,552 |
| Avg. Trips per Driver Hour  | 1.69    | 1.78   | 1.85   |
| Avg. Trips per Para Pass.   | 51.97   | 47.82  | 100.04 |
| Cost per Trip               | 26.39   | 28.43  | 33.34  |
| Cost per Paratransit Trip   | 26.39   | 28.43  | 33.34  |
| Cost per Driver Hour        | 44.53   | 50.73  | 61.75  |
| Cost per Total Mile         | 1.92    | 1.96   | 2.11   |

## EXHIBIT A-1: FACT SHEET

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

|   | <b>CURRENTLY</b> | <b>IF GRANT IS AWARDED</b> |
|---|------------------|----------------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>   | <b>40847</b>     | <b>42889</b>               |
| 2. Number of individuals served unduplicated<br>(first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | <b>1200</b>      | <b>1250</b>                |
| 3. Number of vehicles used for this<br>service. <b>ACTUAL</b>   | <b>10</b>        | <b>12</b>                  |
| 4. Number of ambulatory seats.<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total<br>number of fleet vehicles)         | <b>13</b>        | <b>13</b>                  |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total<br>number of fleet vehicles) | <b>2.5</b>       | <b>2.5</b>                 |
| 6. Vehicle miles traveled.<br><b>PER YEAR</b>   | <b>624,445</b>   | <b>650,000</b>             |
| 7. Average vehicle miles<br><b>PER DAY</b>  | <b>243</b>       | <b>255</b>                 |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>   | <b>9</b>         | <b>9</b>                   |
| 9. Normal number of days in operation.<br><b>PER WEEK</b>   | <b>5</b>         | <b>5</b>                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>  | <b>15</b>        | <b>15</b>                  |

Estimates are acceptable. The information listed should be specific to the Section 5311 funds and not agency wide.

\* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

\*\* The unduplicated riders are for current year and the subsequent year once the grant is awarded

## EXHIBIT B

### Proposed Project Description

#### Section 5311 Operating

1. The goal for using 5311 operating funds is to continue with existing services and increase service to more Levy County citizens in need of transportation. The operating funds will be used to invoice salaries, wages and benefits to assist with expenditures related to transit employees. Hours of operation for drivers will continue to be from around 4:30 a.m. until approximately 19:00 hours Monday – Friday. Each run requires a driver to leave at different times of the morning and last bus at the end of the day may arrive as late as 19:00. The last run of the day is the return of dialysis riders.
2. Without 5311 funding to offset the expense of providing transportation, Levy County Transit would be unable to provide many of the trips. This funding is vital to this county for transportation of citizens in need. Financial records will be maintained by both the Levy County finance office and Levy County Transit. All maintenance, operating, and required reporting documents are kept and maintained at the Levy County Transit office which pertain to any and all reporting guidelines required through FTA and FDOT.
3. N/A
4. N/A
5. N/A
6. N/A
7. Levy County Transit is a government authority operating under the Levy County Board of County Commissioners. Service is provided Monday - Friday for the general public of Levy County. Trips are provided into surrounding areas outside of Levy County to meet the needs of the riders. Areas outside of the county include Trenton, Newberry, Gainesville, Archer, Crystal River, Dunnellon and Lecanto. The county has an employee union, Northeast Florida Public Employee's Local 630; however no employee of Levy County Transit is a member.
8. N/A
9.
  - a. The office hours for Levy County Transit are currently 6 a.m. to 6 p.m.; however the Local Coordinating Board will be voting on reducing office hours to help reduce costs. Service hours for riders will remain the same beginning around 4:30 a.m. and ending around 19:00. The daily scheduled routes provide transportation from all areas in Levy County into cities within the county as well as cities outside the county. Trips being provided are for life sustaining, medical, training, employment, shopping, visitation, recreation, school and miscellaneous purposes.
  - b. During the past year strides have been made to fill driving positions that have been vacant with little luck. Efforts will continue on an ongoing basis until positions are filled. Office staff are currently filling these positions to provide all trips. As positions are filled,

training is in depth with over 40 hours of classroom and at least 40 hours of hands on training that includes riding with and assisting current drivers, assisting riders, customer service, wheelchair lift and securement, stretcher securement, per trip/post trip inspections, use of tablet and any paperwork that is the responsibility of the driver.

c. Records maintenance is kept in house for all information pertaining to trips, daily vehicle inspection, accidents/incidents, System Safety Program Plan, Transportation Disadvantaged Service Plan, Hazard Safety Plan, and all grants reimbursements.

d. The agency mechanic performs and produces work orders for any and all maintenance on buses. Repairs and maintenance are done daily at the county's maintenance facility. This agency has older buses that are used when maintenance is scheduled to prevent service interruptions.

e. It is the goal for all employees hired for driving positions to possess a CDL Class C or above with passenger endorsement within 6 months of their hire date. The requirement is a CDL and passenger endorsement. The vehicles at this agency only require a Class C with passenger endorsement for buses with seating capacity of 16 or more. The majority of the fleet have less than 16 seats.

f. The System Safety Program Plan is updated on a yearly basis and is available upon request. New employees are given a copy and the plan is discussed during training.

g. Levy County Transit is a Zero Tolerance Drug Free Workplace. Prior to job offering the applicant must pass a pre-employment drug screen. All employees are on a random list that is produced quarterly by First Lab for drug or drug and alcohol testing.

10. This agency is funded with Transportation Disadvantaged grant funds, Med-waiver, fare box, Suwannee River Economic Council funding, advertisement, miscellaneous funds (i.e.; reduced fare trips for those who do not qualify for state or federal funding), and county funds. 5311 funds are an important source for reimbursement of operating costs for this agency.

11. Levy County has the funds for the 50% match for this 5311 grant with the Trip & Equipment Grant through the Transportation Disadvantaged Commission.

**FORM B-1: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE EXPENSES**

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

Name of Transit Program: Levy County Transit

Applicant Fiscal period start and end dates: October 1, 2017 to September 30, 2018

State Fiscal period from: July 1, 2017 to June 30, 2018

| <b>EXPENSE CATEGORY</b>         | <b>TOTAL EXPENSE</b>   | <b>FTA ELIGIBLE EXPENSE</b>  |
|---------------------------------|------------------------|------------------------------|
| Labor (501)                     | \$ 368,700.00          | \$ 368,700.00                |
| Fringe and Benefits (502)       | 263,096.00             | 263,096.00                   |
| Services (503)                  | 8,200.00               | 8,200.00                     |
| Materials and Supplies (504)    | 19,107.00              | 19,107.00                    |
| Vehicle Maintenance (504.01)    | 165,000.00             | 165,000.00                   |
| Utilities (505)                 | 6,000.00               | 6,000.00                     |
| Insurance (506)                 | 40,000.00              | 40,000.00                    |
| Licenses and Taxes (507)        | 0.00                   | 0.00                         |
| Purchased Transit Service (508) | 0.00                   | 0.00                         |
| Miscellaneous (509)             | 94,500.00              | 94,500.00                    |
| Leases and Rentals (512)        | 0.00                   | 0.00                         |
| Depreciation (513)              | 175,000.00             |                              |
| <b>TOTAL</b>                    | <b>\$ 1,139,603.00</b> | <b>\$ 964,603.00<br/>(a)</b> |

**SECTION 5311 GRANT REQUEST:**

**Total FTA Eligible Expenses (from Form B-1, above)** \$ 1,139,603.00 (a)

**Rural Passenger Fares (from Form B-2)** \$ 92,000.00 (b)

**Operating Deficit** \$ 1,047,603.00 (c)

**[FTA Eligible Expenses (a) minus Rural Passenger Fares (b)] (from Form B-2)**

**Section 5311 Request** \$ 500,000.00 (d)

**(No more than 50% of Operating Deficit)**

**Grant Total All Revenues (from Form B-2)** \$ 1,070,013.00 \*(e)

**Note: If Grand Total Revenues (e) exceeds FTA Eligible Expenses (a), reduce the Section 5311 Request (d) by that amount.**

**FORM B-2: TRANSIT-RELATED OPERATING AND ADMINISTRATIVE REVENUES**

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

Name of Transit Program: Levy County Transit

Applicant Fiscal period start and end dates: July 1, 2017 to June 30, 2018

State Fiscal period from July 1, 2017 to June 30, 2018

| <b>OPERATING REVENUE CATEGORY</b>                 | <b>TOTAL REVENUE</b>                                      | <b>REVENUE USED AS FTA MATCH</b> |
|---|---|----------------------------------|
| Passenger Fares for Transit Service (401)         | <b>Total= \$92,000.00<br/>Rural =\$ 92,000.00<br/>(b)</b> |                                  |
| Special Transit Fares (402)                       | <b>80,000.00</b>  | <b>80,000.00</b>                 |
| School Bus Service Revenues (403)                 | <b>0.00</b>   |                                  |
| Freight Tariffs (404)                             | <b>0.00</b>   | <b>0.00</b>                      |
| Charter Service Revenues (405)                    | <b>0.00</b>   |                                  |
| Auxiliary Transportation Revenues (406)           | <b>12,500.00</b>  | <b>12,500.00</b>                 |
| Non-transportation Revenues (407)                 | <b>0.00</b>   | <b>0.00</b>                      |
| <b>Total Operating Revenue</b>                    | <b>\$ 184,500.00</b>                                      | <b>\$ 92,500.00</b>              |
| <b>OTHER REVENUE CATEGORY</b>                     |   |                                  |
| Taxes Levied directly by the Transit System (408) | <b>0.00</b>   | <b>0.00</b>                      |
| Local Cash Grants and Reimbursements (409)        | <b>0.00</b>   | <b>0.00</b>                      |
| Local Special Fare Assistance (410)               | <b>0.00</b>   | <b>0.00</b>                      |
| State Cash Grants and Reimbursements (411)        | <b>474,013.00</b>   | <b>474,013.00</b>                |
| State Special Fare Assistance (412)               | <b>12,000.00</b>  | <b>12,000.00</b>                 |
| Federal Cash Grants and Reimbursements (413)      | <b>400,000.00</b>   | <b>400,000.00</b>                |
| Interest Income (414)                             | <b>500.00</b>   | <b>500.00</b>                    |
| Contributed Services (430)                        | <b>0.00</b>   | <b>0.00</b>                      |
| Contributed Cash (431)                            | <b>0.00</b>   | <b>0.00</b>                      |
| Subsidy from Other Sectors of Operations (440)    | <b>0.00</b>   | <b>0.00</b>                      |
| <b>Total of Other Revenue</b>                     | <b>\$ 886,513.00</b>                                      | <b>\$ 886,513.00</b>             |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$ 1,070,013.00</b>                                    | <b>\$ 979,013.00(e)</b>          |

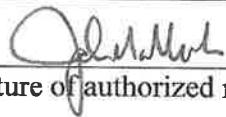


**FORM B-3: PROOF OF LOCAL MATCH**

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

**Sources and amounts of local share for the operating assistance being requested:**

| <b>SOURCE:</b>               | <b>AMOUNT:</b> |
|------------------------------|----------------|
| Transportation Disadvantaged | \$ 425,612.00  |
| SREC                         | \$ 12,000.00   |
| Med-waiver                   | \$ 80,000.00   |
|                              |                |
|                              |                |



\_\_\_\_\_  
(Signature of authorized representative)

John Meeks, Board Chairman

\_\_\_\_\_  
(Name and title of authorized representative)

**Attach documentation of match funds immediately behind this page. Proof may consist of, but not be limited to: Transportation Disadvantaged (TD) allocation, written statements from county commissions, state agencies, city managers, mayors, town councils, organizations, accounting firms and financial institutions.**

|               |                         |
|---------------|-------------------------|
| FM/JOB No(s). | 43202718401/43202818401 |
| CONTRACT NO.  | G0B75                   |
| AGREEMENT     |                         |
| DATE          | July 11, 2016           |

**EXHIBIT "B"**  
**PROJECT BUDGET AND DISBURSEMENT SCHEDULE**

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Levy County Board of County Commissioners, Post Office Drawer 310, Bronson, Florida, 32621.

**I. PROJECT COST:**

Estimated Project Cost shall conform to those eligible Costs as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, the most current Commission policies and Fiscal Year 2016-17 Program Manual for the Trip & Equipment Grant for non-sponsored trips and/or capital equipment. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement.

Grantee shall invoice on a monthly basis actual costs that may be above or below (+/-) the amount of the monthly allocation disbursement schedule reflected on Exhibit "B". At times, this may result in "underbilling" or "overbilling". Any excess (underbilled) funds may be recaptured on a monthly invoice that does not exceed the cumulative total of funds disbursed to date with supporting documentation. No excess funds remaining on the grant at the end of the grant period will be reimbursed to the Grantee. Any overpayment of TD funds must be repaid to the Commission upon project completion. Reimbursement payment for transportation services shall not be provided to the Grantee until documentation supporting such services has been approved. In addition, payment shall not be provided to the Grantee for capital until the capital has been received and proof of payment and other back up documentation as requested is provided to the Commission. The project must be completed (capital received and approved by the Grantee) no later than June 30, 2017.

|                     |    |            |                        |
|---------------------|----|------------|------------------------|
| Non-sponsored Trips | \$ | 473,999.00 | FM# <u>43202718401</u> |
| Voluntary Dollar    |    | 14.00      | FM# <u>43202818401</u> |

---

|       |    |            |
|-------|----|------------|
| TOTAL | \$ | 474,013.00 |
|-------|----|------------|

**II. SOURCE OF FUNDS:**

|  |                            |
|--|----------------------------|
| Commission for the Transportation Disadvantaged State Funds (no more than 90%) | <u>\$377,234.00</u>        |
| Local Cash Funds   | <u>\$41,915.00</u>         |
| 2016-17 Legislative Proviso Funds  | <u>\$49,365.00</u>         |
| Local Cash Funds for 2016-17 Legislative Proviso Funds                         | <u>\$5,485.00</u>          |
| Voluntary Dollar Contributions   | <u>\$13.00</u>             |
| Monetary Value of In-Kind Match  | <u>\$1.00</u>              |
| <b>Total Project Cost</b>  | <b><u>\$474,013.00</u></b> |

**III. DISBURSEMENT SCHEDULE OF COMMISSION (State) FUNDS**

|                 | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    | Jan    | Feb    | Mar    | Apr    | May    | Jun    |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <u>FY 16/17</u> |        |        |        |        |        |        |        |        |        |        |        |        |
| Trips           | 35,573 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 | 35,549 |
| Capital         |        |        |        |        |        |        |        |        |        |        |        |        |

TITLE III-B  
TRANSPORTATION CONTRACT  
LEVY COUNTY

THIS AGREEMENT, made this 19<sup>th</sup> day of January, 2016 by and between SUWANNEE RIVER ECONOMIC COUNCIL, INC., TITLE III-B, hereinafter referred to as the "PURCHASER" and LEVY COUNTY TRANSIT/LEVY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida, hereinafter referred to as the "PROVIDER".

WITNESSETH THAT:

WHEREAS, PURCHASER is desirous of purchasing transportation services for those people 60+ years of age or older who need assistance to doctor's office, shopping, and other trips, and also being transported to congregate mealsites, who are living in Levy County; and

WHEREAS, the PROVIDER has the equipment and personnel to supply such transportation;

NOW THEREFORE, the parties hereto, intending to be legally bound hereby agrees as follows:

1. PURCHASER shall pay PROVIDER the rate of \$17.57 per trip provided, with a not-to-exceed 710 Units total amount of \$12,474.70 for the term of the Agreement. PURCHASER shall comply with any reasonable requirements of PROVIDER in requesting such trips. PROVIDER shall provide trips requested that meet PROVIDERS reasonable requirements, up to the not-to-exceed amount.
2. THIS AGREEMENT shall be effective as of January 1, 2016, and shall be in force with respect to transportation provided during the period commencing on the effective date and ending December 31, 2016, and during such additional period or periods as the PROVIDER and PURCHASER may agree upon. However, the parties, at any time during the term of this Agreement or any extension, thereof, terminate this Agreement with respect to the transportation by giving thirty (30) days notice in writing of its intention to do so.
3. THIS AGREEMENT supersedes and replaces any prior Agreements between PURCHASER and PROVIDER covering the same services. The parties agree that any such prior agreements, to the extent they were ever legally enforceable, are hereby terminated.
4. The Provider agrees to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing performed pursuant to Section 20.055, Florida Statutes.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives the day and year first above written.

SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
TITLE III-B LEVY COUNTY

LEVY COUNTY TRANSIT/LEVY BOARD  
OF COUNTY COMMISSIONERS

By: [Signature]  
Matt Pearson, Executive Director

By: [Signature]  
John Meeks, Chair

Date: 1-28-16

Approved: 1-19-16

ATTEST:  
Clerk of the Circuit Court and  
Ex-Officio to the Board  
[Signature]  
Danny J. Shipp

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:  
[Signature]  
Anne Bast Brown, County Attorney

## Simple G/L Inquiry

**Fiscal Year:** 2016  
**Fiscal Month:** 9  
**GI Matches:** 108-3443005  
**Account Type:** R  
**Detail Option:** D  
**Include Zero Val:** 0  
**Sort Position:** 0  
**Sort Length:** 0  
**Subtotal Fund:** 0  
**Subtotal Type:** 0

| Account Number | Description              | Budget           | Adjusted Budget  | Year Beg Balance | MTD Amount      | YTD Amount       | Out Encum   | Balance          | % REC / EXP | Details |
|----------------|--------------------------|------------------|------------------|------------------|-----------------|------------------|-------------|------------------|-------------|---------|
| 108-3443005    | Fees-Med Waiver          | 95,000.00        | 95,000.00        | 0.00             | 7,136.78        | 75,498.54        | 0.00        | 19,501.46        | 79.47       |         |
|                | <b>** GRAND TOTAL **</b> | <b>95,000.00</b> | <b>95,000.00</b> | <b>0.00</b>      | <b>7,136.78</b> | <b>75,498.54</b> | <b>0.00</b> | <b>19,501.46</b> | <b>79.5</b> |         |

**FORM B-4: BREAKDOWN OF DIRECT TRANSPORTATION COSTS**  
**Per Trip Rate Calculation**

*Note: If you elect to use this (per trip rate) calculation do not complete the Hourly Rate calculation section.*

**Operating Expenses (Operating Budget)**

| <b>EXPENSE ITEM</b>  | <b>EXPENSE AMOUNT \$</b> |
|--|--------------------------|
| Driver Wages and Benefits                                  | 654,443.00               |
| Cost of Leases (Vehicles, Equipment, Infrastructure, etc.) | 0.00                     |
| Fuel   | 160,000.00               |
| Maintenance  | 50,000.00                |
| Utilities  | 8,000.00                 |
| Services   | 8,200.00                 |
| Materials & Supplies                                       | 19,107.00                |
| Miscellaneous  | 94,500.00                |
| Insurance  | 40,000.00                |
| Depreciation   | 175,000.00               |
| <b>TOTAL EXPENSES</b>                                      | <b>1,209,250.00 (a)</b>  |

**Operating Revenues**

| <b>REVENUE ITEM</b>                  | <b>REVENUE AMOUNT \$</b> |
|--------------------------------------|--------------------------|
| Federal Grants or Subsidies          | 400,000.00               |
| State Grants or Subsidies            | 486,013.00               |
| Local Grants or Subsidies            | 0.00                     |
| Revenues from Advertising or Similar | 12,500.00                |
| Misc. Revenues                       | 500.00                   |
| <b>TOTAL REVENUE</b>                 | <b>899,013.00 (b)</b>    |

**Net Transportation Cost**

Total Expenses \$1,209,250.00 - Total Revenues \$ 899,013.00 = (\$310,237.00)

**Transportation Cost (c) Service Trips Per Year 40,847 (d)**

**Rate Per Trip**

Net Transportation Cost (310,237.00) / Service Trips Per Year 40847 = **\$7.50 (e)**

**Total Project Cost**

Number of Vehicles 10 x 16 Trips per day x Number of days per year 261 x 7.59 per trip (e) = \$ 316,958.00

**Total Project Cost \$ 316,958.00**

**Estimate Farebox Revenues**

Use the yearly reported farebox recovery ratio to calculate the estimated farebox revenues. The farebox recovery ratio is the amount of operating expenses that are recovered by passenger fares. The farebox recovery ratio is calculated by dividing the farebox revenue by the total operating expenses.

Total Project Cost \$ 316,958.00 x .07 Recovery Ratio = \$ 22,187.00

Total Project Cost \$ 316,958.00 - Farebox Revenue \$ 22,187.00 = \$ 294,771.00.00 **Net Project Cost**

**FDOT or FTA Contribution (50% of Net Project Cost)**

Net Project Cost \$ 294,771.00 x 50% (.50) = \$ 147,386.00

2017/2018

Application for Section 5339 Capital Assistance

**COUNTY COMMISSIONERS  
LEVY COUNTY, FLORIDA**



**GOVERNMENT  
SERVING  
CITIZENS**

**John Meeks**  
District 1

**Rock Meeks**  
District 2

**Mike Joyner**  
District 3

**Lilly Rooks**  
District 4

**Danny Stevens**  
District 5

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
GRANT APPLICATION**

December 6, 2016

Ms. Doreen Joyner-Howard, Manager of Modal Development  
District Two Office  
2198 Edison Avenue, Mail Station 2813  
Jacksonville, Florida 32204

Dear Ms. Doreen Joyner-Howard,

The Levy County Board of County Commissioners hereby submits this application for the Section 5339 Program Grant and agrees to comply with all assurances and exhibits attached hereto and by this reference made a part thereof, as itemized in the Checklist for Application Completeness.

The Levy County Board of County Commissioners further agrees, to the extent provided by law (in case of a government agency in accordance with Sections 129.07 and 768.28 Florida Statutes) to indemnify, defend and hold harmless the Department and all of its officers, agents and employees from any claim, loss, damage, cost, charge or expense out of the non-compliance by the County, its officers, agents or employees, with any the assurances stated in this application.

This application is submitted on the 6<sup>th</sup> day of December, 2016 with two (2) original resolutions authorizing John Meeks, Board Chairman of the Levy County Board of County Commissioners to sign this application.

Levy County Board of County Commissioners

By: 

Title: John Meeks/Board Chairman

Date: December 6, 2016

P.O. Box 310 Bronson Florida 32621  
Telephone (352) 486-5218 Fax (352) 486-5167  
e-mail: [levybocc@levycounty.org](mailto:levybocc@levycounty.org) Website: [Levycounty.org](http://Levycounty.org)



**RESOLUTION  
2016-076**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES FOR FISCAL YEAR 2017 FOR A GRANT UNDER 49 U.S.C. SECTION 5339 TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, THE ACCEPTANCE OF A GRANT AWARD, THE PURCHASE OF VEHICLES AND/OR EQUIPMENT AND/OR EXPENDITURE OF GRANT FUNDS PURSUANT TO A GRANT AWARD, AND THE PERFORMANCE OF OTHER FUNCTIONS AND DUTIES RELATED TO THE GRANT APPLICATION, ACCEPTANCE, AND ADMINISTRATION.**

**WHEREAS**, the Board of County Commissioners of Levy County, Florida (hereinafter the "Applicant") authorizes the below named designee(s) on behalf of the Applicant, to: sign and submit grant application(s) and all required supporting documents; give all required certifications and assurances to the Florida Department of Transportation; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation; and

**WHEREAS**, the Applicant desires to and has the fiscal and managerial capability, matching funds and legal authority to apply for and accept grants and make purchases and/or expend funds pursuant to grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes, and/or by the Federal Transit Administration Act of 1964, as amended, including but not limited to 49 U.S.C Sections 5339 where applicable.

**NOW, THEREFORE BE IT RESOLVED:**

1. The above recitals are true and correct and are incorporated herein as if fully set forth in the body of this Resolution.
2. This resolution applies to Federal Program(s) under 49 U.S.C. Section 5339.
3. The submission of grant application(s), required supporting documents, certifications and assurances to the Florida Department of Transportation is approved.

4. John Meeks, the Chair of the Board of County Commissioners, or such Chair's duly appointed successor in title, or such Chair's designee, is hereby designated and authorized on behalf of the Applicant to: sign and submit grant application(s) and all required supporting documents and any amendments; give all required certifications and assurances; accept grant award(s) from and execute and administer related joint participation agreement(s), including supplements, with the Florida Department of Transportation; request joint participation agreement time extensions; purchase vehicles/equipment and/or expend grant funds pursuant to a grant award; and execute and submit other supporting documents as may be required by the Florida Department of Transportation, unless and until this authorization is specifically rescinded and written notice thereof is sent by certified mail, return receipt requested, to and received by the Florida Department of Transportation at the following address: Attention: Doreen Joyner-Howard, AICP, District Modal Development Manager, Florida Department of Transportation, 2198 Edison Avenue, MS 2806, Jacksonville, FL 32204-2730.

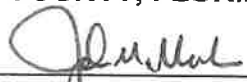
5. Connie Conley, Director, Levy County Transit Department, or her successor or designee, is also hereby designated and authorized to sign requests for joint participation agreement time extensions as may be required.

**DULY PASSED AND ADOPTED** this the 6th day of December, 2016.


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

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

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

  
\_\_\_\_\_  
John Meeks, Chair

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

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

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

**\* 3. Date Received:**

12/09/2016

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Levy County a Political Subdivision of the State of Florida

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

59-6000717

**\* c. Organizational DUNS:**

0826435110000

**d. Address:**

**\* Street1:**

355 S Court Street, P.O. Box 310

**Street2:**

**\* City:**

Bronson

**County/Parish:**

**\* State:**

FL: Florida

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

32621-9998

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

Connie

**Middle Name:**

**\* Last Name:**

Conley

**Suffix:**

**Title:**

Director

**Organizational Affiliation:**

**\* Telephone Number:**

352-486-3485

**Fax Number:**

352-486-3312

**\* Email:**

conley-connie@levycounty.org

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Federal Transit Administration

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

20.526

\* Title:

Bus and Bus Facilities for Rural Areas Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Purchase of 2 mini buses to replace buses with over 300,000 miles

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

|                     |   |
|---------------------|---|
| * a. Federal        | <input type="text" value="145,854.00"/> |
| * b. Applicant      | <input type="text" value="0.00"/>       |
| * c. State          | <input type="text" value="0.00"/>       |
| * d. Local          | <input type="text" value="0.00"/>       |
| * e. Other          | <input type="text" value="0.00"/>       |
| * f. Program Income | <input type="text" value="0.00"/>       |
| * g. TOTAL          | <input type="text" value="145,854.00"/> |

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:

Fax Number:

\* Email:

\* Signature of Authorized Representative:



\* Date Signed:

## **EXHIBIT A**

### **Current System Description**

**Levy County Transit is a County Agency under the direction of the Levy County Board of County Commissioners and is the CTC (Community Transportation Coordinator) for the County.**

**Levy County Transit provides transportation services to the general public within the County. The services include taking passengers into surrounding counties/cities to better serve the citizens of the county.**

**Levy County is predominantly rural and has a land mass of approximately 1,118 square miles with an estimate population of 39,832. This information comes from the United States Census Bureau.**

- 1. The mission and goals of this agency are to provide transportation to individuals that are in need of a safe, reliable and professional service to and from destinations to increase the quality of their lives in one way or another. Daily strides are taken to meet or exceed the expectations of the citizens who use transportation. Efforts are made continually to bring awareness to the services provided and seek ways to increase ridership through participation with local outreach agencies and involvement with Levy County Agency for Retarded Citizens, (LARC) fund raisers.**
- 2. Levy County Board of County Commissioners (Board) is the governing board of this agency. All grant applications, service agreements or purchasing of capital equipment must be approved by the Board prior to any action taken by Levy County Transit. All services provided are door to door demand response, meeting ADA guidelines including wheelchair and stretcher trips. Currently there are 12 full time and one part time employees. There are no volunteers.**
- 3. The Board carries all insurance for the agency and vehicles. The Director is responsible for training, managing and administration of the transportation program. Training programs offered are attended when possible for certifications that will assist in training of new hires and refresher trainings for current employees. All training provided follows the guidelines of Chapter 427, Fla.Stat. FAC Rule Chapter 14-90 and compliance with the System Safety Program Plan. Drivers hold CDLs with passenger endorsements, have passed DOT physicals and First aid/CPR Training. Office staff are qualified to drive, as most drive on a daily basis.**
- 4. Levy County Transit has a mechanic that is dedicated to the transportation fleet on a daily basis. In the event that the mechanic is out and repairs are needed on a vehicle, a county mechanic will respond to the need. Occasional repairs arise that must be outsourced so quotes are received for those repairs. All preventive maintenance services and annual inspections are performed at the county maintenance facility. Only major repairs such as engine work, transmissions or body work get out sourced.**

5. Of the 12 current employees there are seven full time drivers and one part time driver; however the scheduler, dispatcher, and office manager drive daily with the Director driving as needed. The mechanic is the only employee that does not drive. A shortage of drivers has been an ongoing issue for almost two years but efforts continue to hire qualified drivers.
6. Levy County Transit provides demand response, door to door service to all areas within the County. There are nine dedicated runs in the mornings to cover dialysis, ARC trips and two private schools (school trips are open to the general public and not just dedicated to school). All other trips are scheduled within and around the dedicated runs for efficiency. During the period of October 1, 2015 to September 30, 2016 there were 40,847 trips were provided. Of the 40,487 trips, 11,859 were provided for the elderly and or disabled population. During this period 624,445 miles were driven with 533,878 being revenue miles.

## EXHIBIT A-1: FACT SHEET

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

|  | CURRENTLY | IF GRANT IS AWARDED |
|--|-----------|---------------------|
| 1. Number of one-way passenger trips.*<br><b>PER YEAR</b>  | 40847     | 42889               |
| 2. Number of individuals served unduplicated (first ride per rider per fiscal year).<br><b>PER YEAR**</b>                                  | 1200      | 1250                |
| 3. Number of vehicles used for this service. <b>ACTUAL</b>   | 10        | 12                  |
| 4. Number of ambulatory seats.<br><b>AVERAGE PER VEHICLE</b><br>(Total ambulatory seats divided by total number of fleet vehicles)         | 10        | 12                  |
| 5. Number of wheelchair positions.<br><b>AVERAGE PER VEHICLE</b><br>(Total wheelchair positions divided by total number of fleet vehicles) | 2.5       | 2.5                 |
| 6. Vehicle Miles traveled.<br><b>PER YEAR</b>  | 624,445   | 650,000             |
| 7. Average vehicle miles<br><b>PER DAY</b>   | 243       | 255                 |
| 8. Normal vehicle hours in operation.<br><b>PER DAY</b>  | 9         | 9                   |
| 9. Normal number of days in operation. <b>PER WEEK</b>   | 5         | 5                   |
| 10. Trip length (roundtrip).<br><b>AVERAGE</b>   | 15        | 15                  |

Estimates are acceptable. The information listed should be specific to the Section 5339 funds and not agency wide.

\* One way passenger trip is the unit of service provided each time a passenger enters the vehicle, is transported, then exits the vehicle. Each different destination would constitute a passenger trip

\*\* The unduplicated riders are for current year and the subsequent year once the grant is awarded



## **EXHIBIT B**

### **Proposed Project Description**

#### **Section 5339 Capital Assistance**

1. This project is a request for two smaller buses with wheelchair accessibility. Each bus will accommodate eight ambulatory riders or four ambulatory and one wheelchair or scooter. These buses will provide more efficient service than the current older buses.
2. Daily trips are being provided in ten para-transit buses with only two spares. These buses will be put into the front line while two older buses, a 2009 and 2010 with in excess of 300,000 miles each, will be moved into reserve/backup fleet. The new buses will help in reducing operational costs by using less fuel and savings on repairs that are now being spent to maintain the older buses. The two older buses are only getting seven miles to the gallon while the new buses will provide more efficient fuel mileage.
3. Several buses have been removed from the fleet due to significant increases in repairs and maintenance to keep them on the road. With the County having such a large area to provide service with many trips to out-laying counties, it is not unusual for buses to be driven in excess of 300 miles per day.
4. See current vehicle inventory with this grant application.
5. Primarily all maintenance and repairs are done by the transit mechanic at the County maintenance facility. Service is performed at 5000 mile intervals with yearly inspections due beginning in November through December of each year. For repairs that must be out sourced, quotes are received from vendors and lowest quotes are usually chosen unless distance to repair shop is further or if repairs cannot be completed in a timely manner. The mechanic is available Monday thru Friday 6:30 a.m. to 4:30 p.m. for his normal working hours however, he is available in the event he is needed for mechanical issues on a bus prior to his clock in and out time each day or during weekend service due to holidays. County mechanics are available for repairs when the transit mechanic is on annual or sick leave.
6. Levy County is the Community Transportation Coordinator providing transportation to all residents in Levy County. Demand Response, door to door service is provided to meet or exceed ADA compliance.
7. Hours of operation begin at 3:30 a.m. and end upon completion with the last rider being returned home at the end of the day, usually by 7:00 p.m. Current office hours are 6:00 a.m. to 6:00 p.m. Monday thru Friday. As of January 1, 2017 office hours will be changed to 7:00 a.m. to 5:00 p.m. to help lower operational costs. This change will not affect the current service hours.
8. All employees including office staff are qualified to drive and provide transportation services. Each employee hired as a driver will within six months hold a Class "C" or

higher CDL with passenger endorsement to be qualified to drive larger buses with in excess of 16 or more passengers. DOT physicals are maintained by Levy County Transit. Refresher training is provided for all employees throughout the year. Record retention is primarily through scanning of documentation; however, some documentation is kept in original form in locked file cabinets. Vehicle maintenance files are kept in house and in the office at the County maintenance facility.

The System Safety Program Plan is updated annually or as needed and all requirements for a Drug Free Work Place are met and handled by the Drug and Alcohol Program Manager, the Director of Levy County Transit. The agency is current will all program requirements.

# Proof of Publication

## Chiefland Citizen

Published Weekly  
Chiefland, Levy County, Florida

STATE OF FLORIDA  
COUNTY OF LEVY;

Before the undersigned authority, personally appeared Chris Festo, who on oath, says he is Production Manager of the Chiefland Citizen, a newspaper published at Chiefland, in Levy County, Florida; that the attached copy of the advertisement, being

### Levy County Board of County Commissioners/Levy County Transit Public Hearing

was published in said newspaper in the issue of

Published November 10, 2016


Affiant further says that the said Chiefland Citizen is a newspaper published at Chiefland, in said Levy County, Florida, and that the said newspaper has heretofore been continuously published in said Levy County, Florida, each week and has been entered as second class mail matter at the Post Office in Chiefland, in said Levy County, for a period of one year next preceding the first publication of the attached copy of the advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

  
Chris Festo, Production Manager

The foregoing instrument was acknowledged before me this 18th day of November, 2016 by Chris Festo, who is personally known to me.

  
Notary Public

(SEAL)

  
FRED WILSON  
MY COMMISSION # FF 997203  
EXPIRES: September 30, 2020  
Bonded Thru Budget Notary Services

#### Public Hearing

All interested parties within Levy County are hereby advised that Levy County Board of County Commissioners/Levy County Transit is applying to the Florida Department of Transportation for a capital grant under Section 5339 of the Federal Transit Act of 1991, as amended, for the purchase of two buses costing approximately \$120,000.00 that will accommodate ambulatory passengers and wheelchairs, to be used for the provision of public transit services within Levy County.

A Public Hearing has been scheduled at the Board of County Commissioners Meeting room at 2:00 p.m. on November 17, 2016, for the purpose of advising all interested parties of service being contemplated if grant funds are awarded, and to ensure that contemplated services would not represent a duplication of current or proposed services provided by existing transit or paratransit operators in the area.

Should any agency or person decide to appeal any decision made by the Board with respect to any matter considered at this meeting, such agency or person will need a record of the proceedings, and for such purpose, may need to insure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

This hearing will be conducted if and only if a written request for the hearing is received by (two days prior to the scheduled hearing).

Requests for a hearing must be addressed to Levy County Board of County Commissioners/Levy County Transit and a copy sent to Ms. Doreen Joyner-Howard, Manager of Modal Development, District Two Office, 2198 Edison Avenue, Mail Station 2813, Jacksonville, FL 32204.

Florida Law and Title VI of the Civil Rights Act of 1964 Prohibits Discrimination in:

Public accommodation on the basis of race, color, religion, sex, national origin, handicap, or of marital status.  
Telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).

Persons believing they have been discriminated against on these conditions may file a complaint with the Florida Commission on Human Relations at 850-488-7082 or 800-342-8170 (voice messaging)

Published November 10, 2016

**FORM C-1: OPERATING AND ADMINISTRATIVE EXPENSES**Name of Applicant: Levy County Board of County Commissioners/Levy County TransitApplicant Fiscal period start and end dates: July 1, 2017 to June 30, 2018State Fiscal period from July 1, 2017 to June 30, 2018

| <b>EXPENSE CATEGORY</b>         | <b>EXPENSE \$</b> |
|---------------------------------|-------------------|
| Labor (501)                     | \$368,700.00      |
| Fringe and Benefits (502)       | <u>263,096.00</u> |
| Services (503)                  | <u>8,200.00</u>   |
| Materials and Supplies (504)    | <u>19,107.00</u>  |
| Vehicle Maintenance (504.01)    | <u>165,000.00</u> |
| Utilities (505)                 | <u>6,000.00</u>   |
| Insurance (506)                 | <u>40,000.00</u>  |
| Licenses and Taxes (507)        | <u>0.00</u>       |
| Purchased Transit Service (508) | <u>0.00</u>       |
| Miscellaneous (509)             | <u>94,500.00</u>  |
| Leases and Rentals (512)        | <u>0.00</u>       |
| Depreciation (513)              | <u>175,000.00</u> |
| <b>TOTAL EXPENSE</b>            | \$1,139,603.00    |

**FORM C-2: OPERATING AND ADMINISTRATIVE REVENUES**Name of Applicant: Levy County Board of County Commissioners/Levy County TransitApplicant Fiscal period start and end dates: July 1, 2017 to June 30, 2018State Fiscal period from July 1, 2017 to June 30, 2018

| <b>OPERATING REVENUE CATEGORY</b>                 | <b>REVENUE \$</b>     |
|---|-----------------------|
| Passenger Fares for Transit Service (401)         | <b>92,000.00</b>      |
| Special Transit Fares (402)                       | <b>80,000.00</b>      |
| Other (403 – 407) (407-Bus Advertising)           | <b>12,500.00</b>      |
| <b>TOTAL OPERATING REVENUE</b>                    | <b>\$184,500.00</b>   |
| <b>OTHER REVENUE CATEGORY</b>                     |                       |
| Taxes Levied Directly by the Transit System (408) | <b>0.00</b>           |
| Local Cash Grants and Reimbursements (409)        | <b>68,590.00</b>      |
| Local Special Fare Assistance (410)               | <b>0.00</b>           |
| State Cash Grants and Reimbursements (411)        | <b>474,013.00</b>     |
| State Special Fare Assistance (412)               | <b>12,000.00</b>      |
| Federal Cash Grants & Reimbursements (413)        | <b>400,000.00</b>     |
| Interest Income (414)                             | <b>500.00</b>         |
| Contributed Services (430)                        | <b>0.00</b>           |
| Contributed Cash (431)                            | <b>0.00</b>           |
| Subsidy from Other Sectors of Operations (440)    | <b>0.00</b>           |
| <b>TOTAL OF OTHER REVENUE</b>                     | <b>\$955,103.00</b>   |
| <b>GRAND TOTAL ALL REVENUE</b>                    | <b>\$1,139,603.00</b> |

**FORM C-4: CURRENT VEHICLE AND TRANSPORTATION EQUIPMENT INVENTORY (A)**

Name of Applicant: Levy County Board of County Commissioners Date of Inventory: November 14, 2016

| Model Yr.<br>(b) | Make/size/type<br>(c) | FDOT control # or<br>VIN (d) | Ramp or<br>lift<br>(specify) | Seats &<br>W/C<br>positions<br>(i.e. 12+2) | Avg.<br>miles/Yr. | Current<br>Mileage | Vehicle<br>Status<br>(Active/Spar<br>e/Other) | Expected<br>retirement<br>date | Other<br>equipment<br>(e) | Funding<br>source (f) | Agen-<br>Vehic<br>Numb |
|------------------|-----------------------|------------------------------|------------------------------|--|-------------------|--------------------|---|--------------------------------|---------------------------|-----------------------|------------------------|
| 2016             | Ford/E450/D           | 1FDFE4FSXGDC55331            | Lift                         | 12+2                                       | 55000             | 14255              | Active  | 2021                           |                           | 5339                  | LCT 8                  |
| 2016             | Ford/E450/D           | 1FDFE4FS0FDA35291            | Lift                         | 14+2                                       | 55000             | 24367              | Active  | 2021                           |                           | RCAP                  | LCT 7                  |
| 2015             | Ford/E450/D           | 1FDWE3FL6FDA28090            | Lift                         | 10+2                                       | 55000             | 56313              | Active  | 2020                           |                           | RCAP                  | LCT 6                  |
| 2015             | Ford/E450/D           | 1FDXE4FS4EDB00758            | Lift                         | 14+2                                       | 55000             | 105826             | Active  | 2020                           |                           | 5310                  | LCT 5                  |
| 2014             | Ford/E450/D           | 1FDFE4FS4EDB10055            | Lift                         | 12+2                                       | 55000             | 132129             | Active  | 2019                           |                           | 5317                  | LCT 4                  |
| 2014             | Ford/E450/D           | 1FDFE4FS2EDA83583            | Lift                         | 12+3                                       | 55000             | 133941             | Active  | 2019                           |                           | RCAP                  | LCT 3                  |
| 2014             | Ford/E450/D           | 1FDFE4FS1DDA92970            | Lift                         | 12+4                                       | 55000             | 169430             | Active  | 2018                           |                           | 5310                  | LCT 2                  |
| 2013             | CHEV/4500/D           | 1GB6G5BGXD1170903            | Lift                         | 12+2                                       | 55000             | 170870             | Active  | 2018                           |                           | RCAP                  | LCT 1                  |
| 2011             | CHEV/3500/D           | 1GBJG31K891104071            | Lift                         | 12+4                                       | 55000             | 241444             | Active  | 2016                           |                           | RCAP                  | LCT 32                 |
| 2010             | DODGE/GC/E            | 2D4RN4DEXAR498479            | RAMP                         | 4+1  | 7000              | 40847              | Active  | 2020                           |                           | 5309                  | LCT 31                 |
| * 2010           | Ford/E450/D           | 1FDXE4FL9ADA82423            | Lift                         | 12+2                                       | 55000             | 305576             | Active  | 2015                           |                           | 5310                  | LCT 29                 |
| * 2009           | CHEV/3500/D           | 1GBJG31K491102902            | Lift                         | 14+4                                       | 55000             | 305180             | Active  | 2014                           |                           | 5316                  | LCT 28                 |
| 2009             | CHEV/3500/D           | 1GBJG31K091130969            | Lift                         | 8+2  | 55000             | 344178             | Active  | 2014                           |                           | 5316                  | LCT 27                 |
| 2008             | CHEV/UPLAN/E          | 1GBDV13W88D211562            | RAMP                         | 5+1  | 33000             | 131892             | Active  | 2012                           |                           | FTA                   | LCT 25                 |
| 2006             | FORD/E250/F           | 1FBNE31LX6DB28964            | N/A                          | STRETCHER                                  | 1200              | 14255              | Active  | 2010                           |                           | TD                    | LCT 21                 |
| 2006             | CHEV/5500/C           | 1GBE5V1216F417495            | Lift                         | 20+3                                       | 26500             | 265632             | Active  | 2011                           |                           | FTA                   | LCT 10                 |
| 2007             | CHEV/5500/C           | 1GBE4V12X7F404619            | Lift                         | 16+2                                       | 26000             | 226816             | Active  | 2011                           |                           | FTA                   | LCT 10                 |
| 2010             | CHEV/4500/C           | 1GBE4V1G99F413097            | Lift                         | 16+2                                       | 20000             | 176493             | Active  | 2015                           |                           | ARRA                  | LCT 10                 |
| 2010             | CHEV/4500/C           | 1GBE4V1G89F413057            | N/A                          | 24+0                                       | 20000             | 151750             | Active  | 2015                           |                           | ARRA                  | LCT 10                 |
| 2010             | CHEV/4500/C           | 1GBE4V1GX9F413111            | Lift                         | 16+2                                       | 20000             | 184503             | Active  | 2015                           |                           | ARRA                  | LCT 10                 |
| 2016             | FORD/TURT/C           | 1FDAF5GY8GEA53369            | Lift                         | 20+2                                       | 20000             | 2572               | Active  | 2021                           |                           | 5339                  | LCT 11                 |

## FORM C-5: CAPITAL REQUEST

### VEHICLE REQUEST

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

| R or E (a) | Quantity | Description (b)<br><u>www.tripsflorida.org</u>   | Estimated Cost |
|------------|----------|--|----------------|
| R          | 2        | 2-22' Gasoline buses with 9 seats and 1 wheelchair position with lift with 4 cameras and 1 2-way radio | 146,000.00     |
|            |          |  |                |
|            |          |  |                |
|            |          |  |                |
| Sub-total  |          |  | \$146,000.00   |

(a) Replacement (R) or Expansion (E).

(b) Provide a brief description including the length and type vehicle, type of fuel, lift or ramp, number of seats and wheelchair positions. For example, 22' gasoline bus with lift, 12 ambulatory seats, and 2 wheelchair positions. Do not show the Make. **Any bus options that are part of purchasing the bus itself should be part of the vehicle request and NOT separated out under equipment.**

### EQUIPMENT REQUEST

If item requested is after-market, it is recommended to gather and retain at least two estimates for the equipment requested. Purchases must be approved at the local level and follow Procurement Guidelines.

|           | Number requested | Description (c) | Estimated Cost |
|-----------|------------------|-----------------|----------------|
|           |                  |                 |                |
|           |                  |                 |                |
| Sub-total |                  |                 | \$             |

(c) Show mobile radios and identify the type of radio (i.e. two way radio or stereo radio), computer hardware/software, etc. under "Equipment Request."

**VEHICLE SUBTOTAL \$146,000.00 + EQUIPMENT SUBTOTALS \$ 0.00 = \$ 146,000.00 (x).  
146,000.00 X 100% = \$ 146,000.00 [This equals the Federal request. Show this amount on Form 424 in block 18(a)]**







January 12, 2017

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

RECOMMENDATION

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

BACKGROUND

Attached are Levy County Transit's operations reports. If you have any questions regarding the attached information, please contact me.

Attachments

t:\lynn\td2017\levy\memos\statjan.docx



**QUARTERLY OPERATING REPORT  
LEVY COUNTY TRANSIT  
LEVY COUNTY  
JULY - SEPTEMBER 2016**

| OPERATING DATA  | LEVY COUNTY TRANSIT |
|---|---------------------|
| <b>NUMBER OF INVOICED TRIPS</b>                         | <b>8,601</b>        |
| Florida Commission for the Transportation Disadvantaged | 3,248               |
| Florida Managed Medical Assistance Program              | 2                   |
| Florida Department of Elder Affairs                     | 198                 |
| Other   | 5,153               |
| <b>TOTAL VEHICLE MILES</b>                              | <b>132,613</b>      |
| <b>TOTAL REVENUE VEHICLE MILES</b>                      | <b>113,695</b>      |
| <b>TOTAL VEHICLE HOURS</b>                              | <b>4,840</b>        |
| <b>TOTAL DOLLARS INVOICED</b>                           | <b>\$156,196.67</b> |
| Florida Commission for the Transportation Disadvantaged | \$81,309.62         |
| Florida Managed Medical Assistance Program              | \$469.00            |
| Florida Department of Elder Affairs                     | \$3,092.32          |
| Other   | \$71,325.73         |
| <b>AVERAGE COST PER TRIP</b>                            | <b>\$18.16</b>      |
| Florida Commission for the Transportation Disadvantaged | \$25.03             |
| Florida Managed Medical Assistance Program              | \$234.50            |
| Florida Department of Elder Affairs                     | \$15.62             |
| Other   | \$13.84             |
| <b>AVERAGE COST PER VEHICLE MILE</b>                    | <b>\$1.18</b>       |
| <b>AVERAGE COST PER REVENUE VEHICLE MILE</b>            | <b>\$1.37</b>       |
| <b>AVERAGE COST PER VEHICLE HOUR</b>                    | <b>\$32.27</b>      |
| <b>TRIP PURPOSE*</b>                                    |                     |
| Medical   | 2,395               |
| Employment  | 582                 |
| Education/Training                                      | 4,676               |
| Shopping  | 33                  |
| Meal Site   | 198                 |
| Recreation  | 118                 |
| Other   | 599                 |
| <b>NUMBER OF TRIPS DENIED</b>                           | <b>11</b>           |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>        | <b>8601</b>         |
| <b>PERCENT OF SINGLE PASSENGER TRIPS</b>                | <b>100%</b>         |
| <b>NUMBER OF ACCIDENTS</b>                              | <b>0</b>            |
| <b>NUMBER OF VEHICLES</b>                               | <b>11</b>           |
| <b>AVERAGE TRIPS PER VEHICLE</b>                        | <b>782</b>          |
| <b>AVERAGE MILES PER TRIP</b>                           | <b>15</b>           |
| <b>NUMBER OF ROADCALLS</b>                              | <b>0</b>            |
| <b>MILES BETWEEN ROADCALLS</b>                          | <b>#DIV/0!</b>      |

**QUARTERLY OPERATING REPORT  
LEVY COUNTY TRANSIT  
LEVY COUNTY  
OCTOBER - DECEMBER 2016**

| OPERATING DATA  | LEVY COUNTY TRANSIT |
|---|---------------------|
| <b>NUMBER OF INVOICED TRIPS</b>                         | <b>6,553</b>        |
| Florida Commission for the Transportation Disadvantaged | 2,772               |
| Florida Managed Medical Assistance Program              | 2                   |
| Florida Department of Elder Affairs                     | 189                 |
| Other   | 3,590               |
| <b>TOTAL VEHICLE MILES</b>                              | <b>94,066</b>       |
| <b>TOTAL REVENUE VEHICLE MILES</b>                      | <b>83,129</b>       |
| <b>TOTAL VEHICLE HOURS</b>                              | <b>2,929</b>        |
| <b>TOTAL DOLLARS INVOICED</b>                           | <b>\$160,901.07</b> |
| Florida Commission for the Transportation Disadvantaged | \$106,616.05        |
| Florida Managed Medical Assistance Program              | \$157.00            |
| Florida Department of Elder Affairs                     | \$4,849.32          |
| Other   | \$49,278.70         |
| <b>AVERAGE COST PER TRIP</b>                            | <b>\$24.55</b>      |
| Florida Commission for the Transportation Disadvantaged | \$38.46             |
| Florida Managed Medical Assistance Program              | \$78.50             |
| Florida Department of Elder Affairs                     | \$25.66             |
| Other   | \$13.73             |
| <b>AVERAGE COST PER VEHICLE MILE</b>                    | <b>\$1.71</b>       |
| <b>AVERAGE COST PER REVENUE VEHICLE MILE</b>            | <b>\$1.94</b>       |
| <b>AVERAGE COST PER VEHICLE HOUR</b>                    | <b>\$54.93</b>      |
| <b>TRIP PURPOSE*</b>                                    |                     |
| Medical   | 1,516               |
| Employment  | 146                 |
| Education/Training                                      | 2,158               |
| Shopping  | 39                  |
| Meal Site   | 152                 |
| Recreation  | 77                  |
| Other   | 2,465               |
| <b>NUMBER OF TRIPS DENIED</b>                           | <b>9</b>            |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>        | <b>6,553</b>        |
| <b>PERCENT OF SINGLE PASSENGER TRIPS</b>                | <b>100%</b>         |
| <b>NUMBER OF ACCIDENTS</b>                              | <b>0</b>            |
| <b>NUMBER OF VEHICLES</b>                               | <b>11</b>           |
| <b>AVERAGE TRIPS PER VEHICLE</b>                        | <b>596</b>          |
| <b>AVERAGE MILES PER TRIP</b>                           | <b>14</b>           |
| <b>NUMBER OF ROADCALLS</b>                              | <b>2</b>            |
| <b>MILES BETWEEN ROADCALLS</b>                          | <b>41,565</b>       |

Source: Levy County Transit

**LEVY COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 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>    | 2                             |
| <b>Insufficient Advance Notice</b> | 9                             |
| <b>After Hours Trip Request</b>    | 0                             |
| <b>Weekend Trip Request</b>        | 0                             |
| <b>Other</b>                       | 0                             |
| <b>TOTALS</b>                      | <b>11</b>                     |

Source: Levy County Transit

**LEVY 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>    | 1                             |
| <b>Insufficient Advance Notice</b> | 8                             |
| <b>After Hours Trip Request</b>    | 0                             |
| <b>Weekend Trip Request</b>        | 0                             |
| <b>Other</b>                       | 0                             |
| <b>TOTALS</b>                      | <b>9</b>                      |

Source: Levy County Transit

**LEVY COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
JULY - SEPTEMBER 2016**

| <b>TYPE OF COMPLAINT</b>        | <b>TOTAL</b> | <b>Resolved</b> |
|---------------------------------|--------------|-----------------|
| <b>Vehicle Condition</b>        | 0            | 0               |
| <b>Driver's Behavior</b>        | 0            | 0               |
| <b>Client Behavior</b>          | 0            | 0               |
| <b>Tardiness - Late pickup</b>  | 0            | 0               |
| <b>Tardiness - Late dropoff</b> | 0            | 0               |
| <b>No Show by Operator</b>      | 0            | 0               |
| <b>Dispatch/Scheduling</b>      | 0            | 0               |
| <b>Service Denial</b>           | 0            | 0               |
| <b>Other</b>                    | 0            | 0               |
| <b>TOTALS</b>                   | <b>0</b>     | <b>0</b>        |
| <b>COMMENDATIONS</b>            |              | 2               |

Source: Levy County Transit

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

| <b>TYPE OF COMPLAINT</b>        | <b>TOTAL</b> | <b>Resolved</b> |
|---------------------------------|--------------|-----------------|
| <b>Vehicle Condition</b>        |              | 0               |
| <b>Driver's Behavior</b>        | 0            | 0               |
| <b>Client Behavior</b>          | 0            | 0               |
| <b>Tardiness - Late pickup</b>  | 0            | 0               |
| <b>Tardiness - Late dropoff</b> | 0            | 0               |
| <b>No Show by Operator</b>      | 0            | 0               |
| <b>Dispatch/Scheduling</b>      | 0            | 0               |
| <b>Service Denial</b>           | 0            | 0               |
| <b>Other</b>                    | 0            | 0               |
| <b>TOTALS</b>                   | <b>0</b>     | <b>0</b>        |
| <b>COMMENDATIONS</b>            | <b>7</b>     | <b>7</b>        |

Source: Levy County Transit



**ATTENDANCE RECORD**

**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

| <b>MEMBER/ORGANIZATION</b>                    | <b>NAME</b>             | <b>2/18/2016</b> | <b>4/21/2016</b> | <b>9/22/2016</b> | <b>11/17/2016</b> |
|---|-------------------------|------------------|------------------|------------------|-------------------|
| Chair   | Commissioner John Meeks | P                | P                | P                | A                 |
| Alternate Member                              | Danny Stevens           | A                | A                | A                | A                 |
| Florida Department of Transportation          | Sandra Collins          | P                | A                | A                | A                 |
| Alternate Member                              | Doreen Joyner-Howard    | A                | A                | A                | A                 |
| Florida Department of Children and Families   | Vickie Menasco          | P                | P                | P                | P                 |
| Alternate Member                              | Amy Burton              | A                | A                | A                | A                 |
| Florida Department of Education               | Jeff Aboumrad           | A                | A                | P                | A                 |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Florida Department of Elder Affairs           | Matthew Pearson         | A                | A                | P                | P                 |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Florida Agency for Health Care Administration | Dewecee Ogden           |                  |                  | A                | A                 |
| Alternate Member                              | Pamela Hagley           | A                | A                | A                | A                 |
| Regional Workforce Board                      | Dale French             | P                | P                | P                | P                 |
| Alternate Member                              | Kathleen Woodring       | A                | A                | A                | A                 |
| Florida Association for Community Action      | Vacant                  |                  |                  |                  |                   |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Public Education                              | Bruce Greenlee          | P                | P                | P                | P                 |
| Alternate Member                              | Joseph Wain             | A                | A                | A                | A                 |
| Veterans                                      | Robert E. Lowyns        | P                | P                | P                | P                 |
| Alternate Member                              | Julie E. Rose           | A                | A                | A                | A                 |
| Citizen Advocate                              | Renate M. Cannon        | P                | P                | P                | P                 |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Citizen Advocate-User                         | Tammy Jean Ippolito     | A                | P                | A                | A                 |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Persons with Disabilities                     | Vacant                  |                  |                  |                  |                   |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Elderly                                       | Vacant                  |                  |                  |                  |                   |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Local Medical Community                       | Vacant                  |                  |                  |                  |                   |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |
| Children at Risk                              | Sandra Woodard          |                  |                  | P                | P                 |
| Alternate Member                              | Brooke Ward             | A                | A                | A                | A                 |
| Private Transit                               | Vacant                  |                  |                  |                  |                   |
| Alternate Member                              | Vacant                  |                  |                  |                  |                   |

LEGEND KEY: P-Present A-Absent

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

