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November 21, 2012

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

The Madison County Transportation Disadvantaged Coordinating Board will meet Monday, December 3, 2012 at 1:00 p.m. in the meeting room of the ***Madison County Courthouse Annex* located at 112 E. Pinckney Street, Madison, Florida.** All Board members are encouraged to attend this meeting.

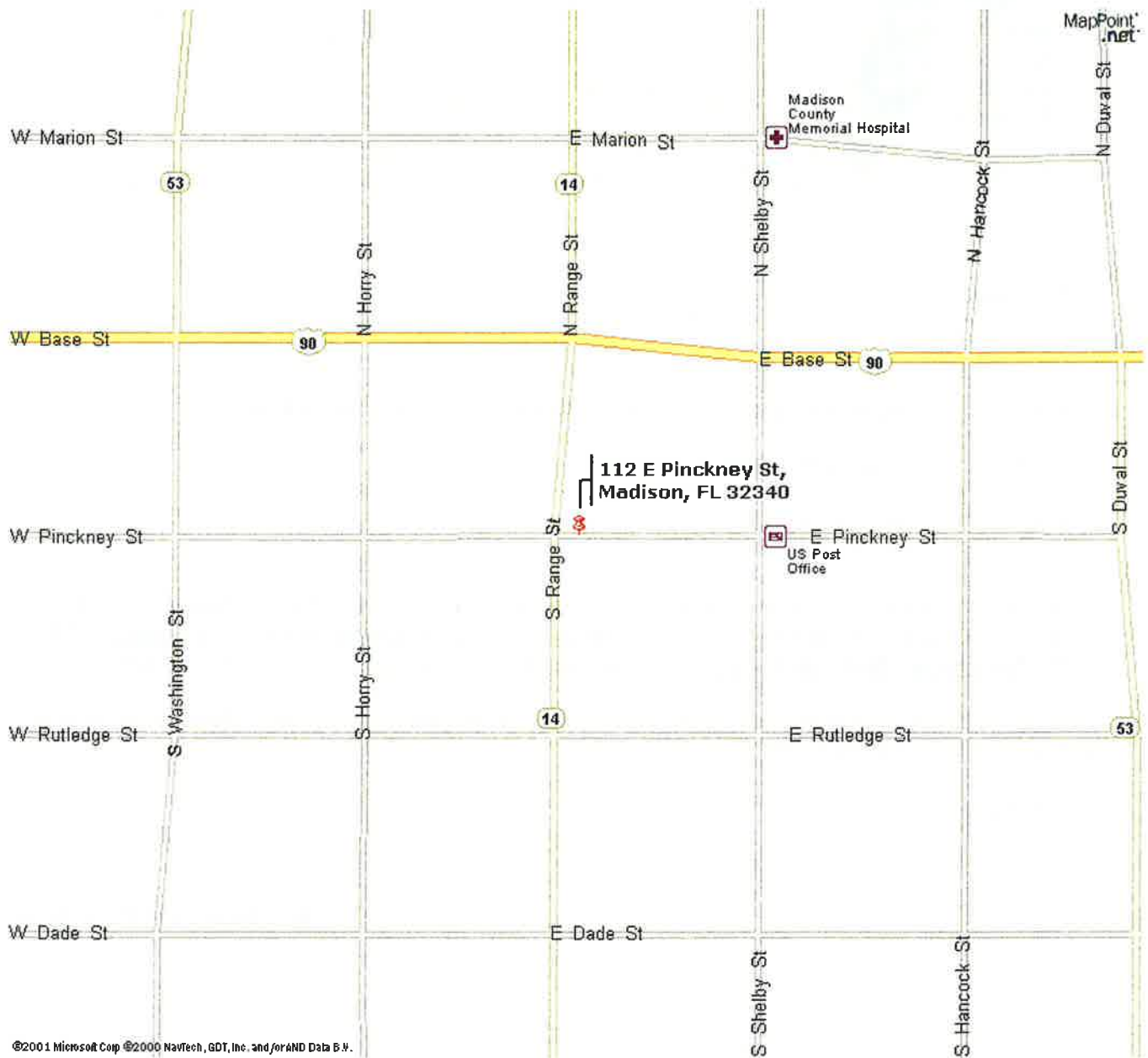
Enclosed is a meeting agenda and supporting materials. If you have any questions, please do not hesitate to contact me at extension 110.

Enclosures

LOCATION MAP ON BACK

Attachment

t:\lynn\td12\madison\memos\dec.docx





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MADISON COUNTY

TRANSPORTATION DISADVANTAGED COORDINATING BOARD

MEETING ANNOUNCEMENT AND AGENDA

Madison County Courthouse Annex
112 E. Pinckney Street
Madison, Florida 32340

Monday
December 3, 2012
1:00 p.m.

I. BUSINESS MEETING – CALL TO ORDER

A. Introductions

B. Approval of the Meeting Agenda

ACTION REQUIRED

C. Approval of the September 10, 2012 Minutes

ACTION REQUIRED

II. UNFINISHED BUSINESS

A. Madison In-Town Shuttle

NO ACTION REQUIRED

Big Bend Transit will report on the Madison In-Town Shuttle

III. NEW BUSINESS

A. Annual Performance Evaluation

ACTION REQUIRED

The Board needs to review and approve Big Bend Transit's Annual Performance
Evaluation

B. 2011/12 Annual Operations Report

NO ACTION REQUIRED

The Board needs to review the 2011-12 Annual Operations Report

C. Rural Area Capital Equipment Support Grant Application

ACTION REQUIRED

The Board needs to review and approve Big Bend Transit's application for Rural Area Capital Equipment Support Grant funds

D. Operations Reports

NO ACTION REQUIRED

IV. OTHER BUSINESS

A. Comments

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

V. FUTURE MEETING DATES

- A. Monday, February 4, 2013 at 1:00 p.m.**
- B. Monday, May 6, 2013 at 1:00 p.m.**
- C. Monday, September 9, 2013 at 1:00 p.m.**
- D. Monday, December 2, 2013 at 1:00 p.m.**

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

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

MADISON COUNTY COORDINATING BOARD

Voting Members

Chairperson
(Vacant)

Department of Transportation
Sandra Collins - Grievance Committee Member

Department of Children and Families
Karen Page

Medicaid-AHCA
Faye Basiri - Grievance Committee Member

Department of Education
(Vacant)

Public Education
Gladney Cherry

Citizen Advocate
Shanetha Mitchell

Citizen Advocate - User
Donna Hagan - Vice Chair

Elderly Representative
(Vacant)

Veteran Representative
Oliver Bradley

Persons with Disabilities Representative
(Vacant)

Community Action Agency Representative
Frances Terry - Grievance Committee Member

Department of Elder Affairs
Rosa Richardson

Children at Risk
Linda Jones

Private Transit Rep
(Vacant)

North Florida Workforce Development Board
Sheryl Rehberg

Medical Community
David Abercrombie

Alternate Members

Department of Transportation
(Vacant)

Department of Children and Families
(Vacant)

Medicaid-AHCA
(Vacant)

Department of Education
(Vacant)

Public Education
Ramona Guess

Citizen Advocate
Pamela Robinson

Citizen Advocate - User
(Vacant)

Elderly Representative
(Vacant)

Veteran Representative
Cornell Miller

Persons with Disabilities Representative
(Vacant)

Community Action Agency Representative
Myrtle Webb -

Department of Elder Affairs
Janet Sparkman

Early Childhood Services
(Vacant)

Private Transit Rep.
(Vacant)

North Florida Workforce Development Board
Cindy Heffernan

Medical Community
(Vacant)

**MADISON COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

County Commission Meeting Room
Madison County Courthouse Annex
Madison, Florida

Monday
September 10, 2012
1:00 p.m.

VOTING MEMBERS PRESENT

Commissioner Renetta Parrish, Chair
Gladney Cherry, Public Education Representative
Donna Hagan, Citizen Advocate – User - Vice-Chair
Linda Jones, Early Childhood Services Representative
AndraLica McCorvey, Florida Agency for Health Care Administration
Rosa Richardson, Florida Department of Elder Affairs Representative
Myrtle Webb representing Frances Terry, Community Action Agency Representative

VOTING MEMBERS ABSENT

David Abercrombie, Medical Community Representative
Oliver Bradley, Veterans Representative
Sandra Collins, Florida Department of Transportation
Shanetha Mitchell, Citizen Advocate
Sheryl Rehberg, Workforce Development Board Representative
Karen Page, Florida Department of Children and Families Representative

OTHERS PRESENT

Gary Calhoun, City of Madison Chief of Police
Willie Ann Dickey, Big Bend Transit
Doug Freer, Madison County Health Department
Adrian Kinsey, Tobacco Free Madison
Sandi Mazza, Big Bend Transit

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chair Parrish Hagan called the meeting to order at 1:00 p.m.

A. Invocation

Chair Parrish gave the invocation. She gave her condolences over Mr. Ted Waters' passing.

B. Introductions

Chair Parrish asked everyone to introduce themselves.

C. Approval of the Meeting Agenda

ACTION: Donna Hagan moved to approve the meeting agenda. Linda Jones seconded; motion passed unanimously.

D. Approval of the May 7, 2012 Minutes

Ms. Donna Hagan asked Big Bend Transit to clarify that Big Bend Transit agreed to sell monthly Madison shuttle passes to agencies and individuals. She said she thought Big Bend Transit agreed to sell unlimited passes to agencies.

Ms. Willie Ann Dickey, Big Bend Transit, said Big Bend Transit agreed to sell monthly passes.

ACTION: Linda Jones moved to approve the May 7, 2012 minutes. Donna Hagan seconded; motion passed unanimously.

II. UNFINISHED BUSINESS

A. Madison Shuttle

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that, at its last meeting, the Board agreed to ask the City of Madison to place signs for the Madison Shuttle. She said a letter was sent to the City of Madison and that the City of Madison has some concerns about the safety of the signs and shuttle stops.

Chief Calhoun, Madison County Policy Department, stated that the City is concerned about the shuttle stops impeding traffic.

Ms. Willie Ann Dickey stated that all of the shuttle stops are off of the roadways.

Chief Calhoun said Big Bend Transit and Tobacco Free Madison will need permission from the property owners to place the shuttle signs.

The Board asked Big Bend Transit to work with Tobacco Free Madison to gain permission to place the shuttle signs.

III. NEW BUSINESS

A. Memorandum of Agreement

Ms. Godfrey stated that the Memorandum of Agreement is a contract between the Florida Commission for the Transportation Disadvantaged and a Community Transportation Coordinator. She said the Memorandum of Agreement recognizes the Community Transportation Coordinator as a State contract vendor for a designated service area. She said the Board needs to review the Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and Big Bend Transit, Inc.

The Board reviewed the Memorandum of Agreement.

B. Bylaws

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires that the Board review the Bylaws annually. She said there have been no changes made to the Bylaws.

ACTION: Donna Hagan moved to approve the Board's Bylaws. Linda Jones seconded; motion passed unanimously.

C. Operations Reports

Ms. Sandi Mazza, Big Bend Transit Interim General Manager, discussed the operations reports.

The Board reviewed the reports.

IV. OTHER BUSINESS

A. Comments

1. Members

The Board gave their condolences over Mr. Waters' passing.

Chair Parrish announced that she will no longer serve as Chair of the Board. She said it was a pleasure serving on the Board and that she will miss it.

The Board thanked Commissioner Parrish for her service.

2. Citizens

There were no citizen comments.

V. FUTURE MEETING DATES

Chair Parrish stated that the next meeting of the Board will be held Monday, December 3, 2012 at 1:00 p.m.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.

Coordinating Board Chairperson

Date

t:\lynn\td12\madison\minutes\sept.doc



II.A.

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November 21, 2012

TO: Madison County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Madison County In-Town Shuttle

STAFF RECOMMENDATION

For information only. No action is required.

BACKGROUND

The Madison In-Town Shuttle is operated by Big Bend Transit, Inc. in the City of Madison. Big Bend Transit began operating the In-Town Shuttle service in the City of Madison on February 6, 2012. This service operates three days per week. The Florida Department of Transportation awarded Big Bend Transit, Inc. grant funds to operate this service.

The Tobacco Free Madison Project purchased signage for the In-Town Shuttle stops. The Madison County Transportation Disadvantaged Board asked Big Bend Transit and the Tobacco Free Madison Project to work with the City of Madison to post the In-Town Shuttle stop signage at the stop locations.

Big Bend Transit will provide the Board with an update on the Madison In-Town Shuttle project.

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Madison "In-Town" Shuttle

FDOT D2 FY 11/12 Service Development Project, Contract No. AQ861, FIN#43010918411
 FDOT D2 FY 11/12 Section 5316 JARC, Contract No. AQ855, FIN#42768418411

Transportation Service Summary:

Date	Passenger Trips	Total Vehicle Hours	Total Vehicle Miles	Fares Collected	Days of Service
02/06-29/12	154	112.75	929	\$52.50	11
03/01-31/12	150	133.25	1,055	\$75.00	13
04/01-30/12	220	133.25	1,036	\$110.00	13
05/01-31/12	177	123.00	930	\$88.50	12
06/01-30/12	260	133.25	1,057	\$130.00	13
07/01-31/12	236	123.00	980	\$118.00	12
08/01-31/12	238	143.50	1,114	\$119.00	14
09/01-30/12	168	112.75	883	\$84.00	11
Totals To Date	1,603	1014.75	7,984	\$777.00	99

Transportation Service Expenses:

1014.75 Vehicle Hours @ \$45/veh.hr.	\$45,663.75
(Less) Fares Collected	(\$777.00)
Net Operating Expense	\$44,886.75

	Project Budget	Previous Period(s)	This Period	YTD
Trans. Service Expense (Net)	\$69,240.00	\$39,897.00	\$4,989.75	\$44,886.75
Service Development Project	\$34,620.00	\$19,948.50	\$2,494.88	\$22,443.38
Section 5316 JARC	\$34,620.00	\$19,948.50	\$2,494.88	\$22,443.38

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266

September 11, 2012

Property Owner

Dear Property Owner:

Big Bend Transit, Inc. began operating the In-Town Shuttle with stops at several locations throughout the community on February 6, 2012. The Tobacco Free Madison Project has purchased signage for the City of Madison to install at the shuttle stop locations.

Big Bend Transit, Inc. is requesting your permission to have the "Madison In-Town Shuttle" sign installed at the shuttle stop located on your property. Please sign below to grant permission to install the "Madison In-Town Shuttle" sign.

Your cooperation of this request is greatly appreciated.

Sincerely,

BIG BEND TRANSIT, INC.

Sandi Mazza
Interim General Manager

_____, hereby gives the City of Madison permission to install a
"Madison In-Town" sign on this property.

SIGNATURE: _____

DATE: _____

4201



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November 21, 2012

TO: Madison County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: Annual Performance Evaluation

RECOMMENDATION

Review and approve the attached annual performance evaluation of Big Bend Transit.

BACKGROUND

Each year, the Board is required to evaluate the transportation services provided by Big Bend Transit. Attached is Big Bend Transit's draft annual performance evaluation. If you have any questions concerning the enclosed evaluation, please contact me at extension 110.

Attachment

t:\lynn\td12\madison\memos\eval.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.

CTC Review

Big Bend Transit

County: Madison

Date(s) of Review: 7/1/12 - 6/30/12

I. Records and Areas of Review

- A. General Information
- B. Chapter 427, F.S.
- C. Rule 41-2, F.A.C.
- D. Bus/Van Ride
- E. Surveys
- F. Follow-up of previous QAPE Review
- G. Additional Observations

II. Findings and Recommendations

A. General Information

The Commission for the Transportation Disadvantaged designated Big Bend Transit as the CTC for Madison County on 7/1/2012. Big Bend Transit operates in a urban/rural area as a sole source provider.

Area of Noncompliance: None

Recommendation: None

Timeline for Compliance: None

B. Chapter 427, F.S.

Big Bend Transit is adhering to the requirements of Chapter, 427, F.S.

Area of Noncompliance: None

Recommendation: None

Timeline for Compliance: None

C. Rule 41-2, F.A.C.

Big Bend Transit is adhering to Rule, 41-2, F.A.C.

Area of Noncompliance: None

Recommendation: None

Timeline for Compliance: None

D. Bus/Van Ride

On 9/10/12 NCFRPC conducted an on-site observation.

Area of Noncompliance: None

Recommendation: None

Timeline for Compliance: None

CTC Review

Big Bend Transit

E. Surveys (see attachment)

Area of Noncompliance: None

Recommendation: None

Timeline for Compliance: None

F. Follow-up of previous QAPE Review (if applicable)

Previous Area of Noncompliance: None

Status: None

III. Conclusion

There are no recommendations for corrective action.

CTC
EVALUATION WORKBOOK

Florida Commission for the



**Transportation
Disadvantaged**

CTC BEING REVIEWED: BIG BEND TRANSIT, INC.

COUNTY (IES): MADISON

ADDRESS: P.O. BOX 1721 TALLAHASSEE, FL 32302

CONTACT: DINO KAKLAMANOS, GENERAL MANAGER

PHONE: 850-574-6266

REVIEW PERIOD: JULY 1, 2011 - JUNE 30, 2012

LCB EVALUATION WORKBOOK

ITEM	PAGE
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CHAPTER 427, F.S. _____	5
RULE 41-2, F.A.C. _____	9
COMMISSION STANDARDS _____	11
LOCAL STANDARDS _____	12
ON-SITE OBSERVATION _____	14
LEVEL OF COST WORKSHEET # 1 _____	15
LEVEL OF COMPETITION WORKSHEET #2 _____	16
LEVEL OF AVAILABILITY WORKSHEET #3 _____	18

GENERAL QUESTIONS

1. DESIGNATION DATE OF COMMUNITY TRANSPORTATION COORDINATOR: 7/1/12

2. IS THE COMPLAINT PROCESS IN WRITTEN FORM? ☒ Yes ☐ No

3. IS A SUMMARY OF COMPLAINTS GIVEN TO THE LCB ON A REGULAR BASIS?
☒ Yes ☐ No

4. IS THE TRANSPORTATION DISADVANTAGED HELPLINE POSTED IN THE VEHICLES?

The FCTD Helpline 1-800-983-2455 is posted in all BIG BEND TRANSIT vehicles, and, is referenced in the Madison County TDSP Grievance Procedures.

5. WHEN A COMPLAINT IS FORWARDED FROM THE TD HELPLINE, IS THE COMPLAINT ENTERED INTO THE LOCAL COMPLAINT FILE/PROCESS?
☒ Yes ☐ No

6. DOES THE COMMUNITY TRANSPORTATION COORDINATOR PROVIDE WRITTEN RIDER/BENEFICIARY INFORMATION OR BROCHURES TO INFORM RIDERS/BENEFICIARIES ABOUT AVAILABLE TRANSPORTATION SERVICES?
☒ Yes ☐ No

7. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE TD HELPLINE TELEPHONE NUMBER?
☒ Yes ☐ No

8. DOES THE RIDER/ BENEFICIARY INFORMATION OR BROCHURE LIST THE COMPLAINT PROCEDURE?
☒ Yes ☐ No

9. WHAT IS THE ELIGIBILITY PROCESS FOR TD RIDERS/ BENEFICIARIES?
Individuals needing assistance from the TD Program must complete an eligibility application.

10. WHAT INNOVATIVE IDEAS HAVE YOU IMPLEMENTED IN YOUR COORDINATED SYSTEM?
Big Bend Transit started operating the Madison In-Town Shuttle in February 2012. Transportation providers from adjacent counties are utilized for inter-county trips. Big Bend Transit uses integrated transportation software for routing, scheduling and billing passenger trips.

11. WHAT BARRIERS ARE THERE TO THE COORDINATED SYSTEM?
More funds could provide more service in the community.

12. WHAT FUNDING AGENCIES DOES THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED NEED TO WORK CLOSELY WITH IN ORDER TO FACILITATE A BETTER-COORDINATED SYSTEM?
The Florida Commission for the Transportation Disadvantaged should work with the Florida Department of Transportation and the Federal Transit Administration to learn more about funding and programs that are available for public transportation in our communities.

13. HOW ARE YOU MARKETING THE VOLUNTARY DOLLAR?

We remind our transportation partners and employees of the donating to the Transportation Disadvantaged Trust Fund.

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
904 / 574-6266

COMPLAINT/COMMENDATION FORM

Date Called In: _____ Time Called In: _____

Incident Called In By: _____ Telephone: _____

Date Of Incident: _____ Time Of Incident: _____

Does Complainant Wish To Be Notified Of Investigative Findings?
_____ Yes _____ No

Was Complainant Informed That There Is Also A Grievance Process Available?
_____ Yes _____ No

Did Complainant Request A Copy Of The Grievance Policy?
_____ Yes _____ No

If Yes, Address sent To: _____

Nature Of Incident:

_____ Timeliness	_____ Customer Service
_____ Vehicle Condition	_____ Poor Route Selection
_____ Vehicle Operation	_____ Trip Scheduling
_____ Other: _____	

Incident: _____

Incident Recorded By: _____

Findings: _____

By: _____ Date: _____

Disposition: _____

Authorized By: _____ Date: _____

incident (wdw1)

COORDINATED TRANSPORTATION SYSTEM OF MADISON COUNTY
providing
Specialized Transportation Services for
Transportation Disadvantaged Persons
sponsored by the
Florida Commission for the Transportation Disadvantaged
and the
Madison County Transportation Disadvantaged Coordinating Board
coordinated by
Big Bend Transit, Inc.

Who are the Transportation Disadvantaged?

Transportation Disadvantaged (TD) means "those persons who because of physical or mental disability, income status, or age, or for other reasons are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high risk as defined in Chapter 411.202, F.S."

Where is the Transportation Service Available?

Generally, you can ride to and from any location within Madison and the surrounding counties. The service is designed to get transportation disadvantaged individuals and the general public to the closest life-sustaining activities available.

What Transportation Will be Provided?

Generally, curb-to-curb transportation service will be available Monday through Saturday, 6:00 AM to 6:00 PM.

How Can I Access the Transportation Service?

Transportation requests must be made at least 1 day in advance of your travel needs. Call Big Bend Transit at 973-4418 by 2:00 PM, Monday through Friday (call on Friday for a Saturday or Monday ride). You will be asked for your name, phone number, pickup address, where you are going and what time you need to arrive, if a return trip is wanted, and if assistance for a disability (wheelchair, sight impaired, etc.) is required. You will be told the fare and what time to be ready for your pickup.

What is the Cost of the Transportation Service?

The one-way fare for the transportation service is based on the trip origin and destination. A one-way trip for a TD eligible person anywhere in Madison County, Monday through Saturday, between 6:00 AM and 6:00 PM is \$2.00. A one-way trip for a General Public ambulatory person anywhere in Madison County, Monday through Saturday, between 6:00 AM and 6:00 PM is \$5.00, and for a General Public wheelchair person the fare is \$6.50. A companion accompanying you on your trip pays the same fare.

The fares for trips to other counties for TD eligible persons are calculated at \$3.00 per pickup plus \$0.25 per mile traveled. The fares for trips to other counties for General Public ambulatory persons are calculated at \$7.50 per pickup plus \$0.70 per mile traveled, and for General Public wheelchair persons are calculated at \$9.00 per pickup plus \$0.70 per mile traveled. For example, the fare for a trip from Madison to Tallahassee for a TD eligible person would be \$16.75, for a General Public ambulatory person would be \$46.00, and for a General Public wheelchair person would be \$47.50.

The one-way fare is paid each time you board the vehicle. the fare may be paid by cash, check or money order. Exact fare is required. The driver carries no change. The driver cannot give a receipt.

If I Need to Change Plans or Cancel My Ride, What Do I Do?

Should you need to change your plans or cancel your ride, call 973-4418 as soon as possible. Failure to cancel your ride within 2 hours of your time of travel will cause a "NO-Show" charge and/or cancellation of transportation privileges.

What is the Phone Number for the Coordinated Transportation System?

973-4418 - Information is available from 8:00 AM to 5:00 PM, Monday through Friday. Florida Relay Service at 1-800-955-8711 provides TDD accessibility.

To Whom Do I Complain if I am Unhappy With the Service Provided?

In the event you have difficulties with your travel and feel these issues need to be addressed, contact the Transportation Manager at 973-4418. Let the Transportation Manager know that you wish to register a complaint about the transportation company, a driver, or any other aspect of the service. Should your complaint not be resolved, you may forward the complaint to the Madison County Transportation Disadvantaged Coordinating Board by calling 352-955-2200 (the North Central Florida Regional Planning Council). You will be provided with information on submitting a formal grievance to the Board. The Board will hear your complaint and work with the Community Transportation Coordinator to resolve it. At any time you are not satisfied with the local transportation service you may call the Commission for the Transportation Disadvantaged Ombudsman Hotline at 1-800-983-2435.

Miscellaneous Information

1. The driver will assist you in boarding the vehicle, if necessary.
 2. Drivers will wait five minutes for you.
 3. You must use the seatbelt provided.
 4. You must have the ability to carry your own personal items.
 5. Return trips will be made within an hour of the requested time.
 6. No smoking, eating or drinking on the vehicle.
 7. Accessible formats are available upon request.
 8. Advanced purchase of coupons/tickets is available.
- h:madtd

APPLICATION FORM
TRANSPORTATION DISADVANTAGED TRUST FUND
Coordinated Transportation System of Madison County
(850) 973-4418

Applicant's Last Name	First Name	MI
<hr/>		
Street Address	City	Zip Code
<hr/>		
Mailing Address, if different	City	Zip Code
<hr/>		
Social Security Number	Date of Birth	Telephone Number
<u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	<u> </u> <u> </u> / <u> </u> <u> </u> <u> </u>	(<u> </u>) <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>

DESCRIPTION OF ELIGIBILITY STATUS (check all that apply)

- ☐ Mobility Aid required, if checked, which type?
- ☐ Manual wheelchair ☐ Powered Wheelchair ☐ Oversized/wide/geri-chair
- ☐ Can transfer into a regular passenger seat
- ☐ Cane ☐ Walker ☐ Crutches
- ☐ Totally blind ☐ Legally blind
- ☐ Guide dog
- ☐ Totally deaf ☐ Severely hearing impaired
- ☐ Mental disability, if checked are you able to:
- Give your address and telephone number upon request? ☐ yes ☐ no
- Deal with unexpected situations or changes in routine? ☐ yes ☐ no
- Ask for, understand and follow instructions? ☐ yes ☐ no

Do you or anyone who lives with you have a vehicle? ☐ yes ☐ no

Can you afford to purchase transportation? ☐ yes ☐ no

Are you eligible for AFDC, food stamps or Medicaid? ☐ yes ☐ no

To travel, do you need a personal care escort? ☐ always ☐ sometimes ☐ no

Explain "always" or "sometimes" _____

Signature of Applicant _____
(may be custodian, parent, guardian)

Date _____

Mail completed form to: Big Bend Transit, Inc.
Post Office Box 1721
Tallahassee, Florida 32302

(revised 07/01/03) appform(dw26)

COMPLIANCE WITH CHAPTER 427, F.S.

ARE YOUR CONTRACTS UNIFORM? ☒ Yes ☐ No ☐ N/A

IS THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGE'S
STANDARD CONTRACT UTILIZED? ☒ Yes ☐ No ☐ N/A

DO THE CONTRACTS INCLUDE PERFORMANCE STANDARDS FOR THE TRANSPORTATION
OPERATORS AND COORDINATION CONTRACTORS? ☒ Yes ☐ No

DO THE CONTRACTS INCLUDE THE PROPER LANGUAGE CONCERNING PAYMENT TO
SUBCONTRACTORS? (Section 21.20: Payment to Subcontractors, T&E Grant, and FY)
 ☒ Yes ☐ No ☒ N/A

Comments:

None.

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266

September 28, 2012

Mr. Perry Sheets
Capital Transit LLC
1225 Miccosukee Road
Tallahassee, Florida 32308

Dear Perry Sheets:

Enclosed please find an Amendment # 8 to the Transportation Operator Contract between Capital Transit, Inc. and Big Bend Transit, Inc., the Community Transportation Coordinator for Gadsden, Jefferson, Madison, and Taylor Counties. The effective time period of this Contract Amendment is October 1, 2012 through September 30, 2013.

Please execute and return both copies of the Amendment to this office along with:

- **A certificate of insurance**, for the required vehicle liability insurance coverage, identifying Big Bend Transit, Inc. as an additional insured;
- **A schedule of covered vehicles**, to include model year, trade name, body type, VIN, seating capacity w/o driver, wheelchair/ stretcher equipment, air conditioning (Y/ N), and current mileage;
- **A list of drivers**, to include name and driver license number; and
- **A completed Safety Certification form** (form enclosed).

We look forward to your continued participation in the Coordinated Transportation Systems of Gadsden, Jefferson, Madison and Taylor Counties.

Please call me if you have any questions.

Sincerely

BIG BEND TRANSIT, INC



Tom Hudson

Interim General Manager

File # 9808

AMENDMENT # 8

TO TRANSPORTATION OPERATOR CONTRACT

THIS CONTRACT entered into by and between Big Bend Transit, Inc., hereinafter referred to as the "Coordinator", and Capital Transit, Inc., hereinafter referred to as the "Operator".

The above names parties mutually agree that the contract entered into between the said parties, effective September 13, 2006, and subsequently amended, is hereby amended effective October 1, 2012 as follows:

Section III, Paragraph A. 2. Is amended to read:

"This agreement shall end on September 30, 2013.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions in the contract and any attachments thereto not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

IN WITNESS WHEREOF, the parties have caused this contract to be executed by their officials hereby duly authorized.

Capital Transit, Inc.

BY: 

TITLE: Owner

DATE: 9-28-12

Big Bend Transit, Inc.

BY: 

TITLE: Interim G.M.

DATE: 9/28/12

File # 9808

Madison

Commission for the Transportation Disadvantaged NET Safety Compliance and Emergency Management Self Certification

THIS CERTIFIES CALENDAR YEAR 2011¹²

DATE: January 30, 2012

SUBCONTRACTED TRANSPORTATION PROVIDER: Big Bend Transit, Inc.

ADDRESS: Post Office Box 1721, Tallahassee, Florida 32302

In accordance with the Medicaid Non-Emergency Transportation Subcontracted Transportation Provider (STP) Contract with the Commission for the Transportation Disadvantaged, the above STP, hereby certifies to the following:

1. The adoption of a System Safety Program Plan and a Security Program Plan (a.k.a. Emergency Management Plan) based on established standards set forth in **Rule Chapter 14.90, F.A.C.** Such plans ensure the continuation of appropriate services during an emergency, including but not limited to localized acts of nature, accidents, and technological and/or attached-related emergencies, both natural and manmade;
2. Compliance with its adopted System Safety Program Plan and Security Program Plan, including:
 - a. Safety inspections of all service vehicles;
 - b. Applicable Drug and Alcohol procedures, including training and monitoring;
 - c. Driver Training and Monitoring.
3. Compliance with requirement of monitoring subcontracted operators;
4. Compliance with maintenance of support documentation for plans, inspections, training and monitoring, and that said documentation is available upon request by an authorized representative of the Commission or the Agency for Health Care Administration.

I understand that providing false information may result in an unfavorable action by the Commission.

Signature: Edward B. Waters

Name: Edward B. Waters
(Type or Print)

Title: General Manager

COMPLIANCE WITH CHAPTER 427, F.S.

REPORTING TIMELINESS

Were the following items submitted on time?

a. Annual Operating Report ☒ Yes ☐ No

Any issues that need clarification? ☐ Yes ☒ No

Any problem areas on AOR that have been re-occurring? No

b. Memorandum of Agreement ☒ Yes ☐ No

c. Transportation Disadvantaged Service Plan ☒ Yes ☐ No

d. Grant Applications to TD Trust Fund ☒ Yes ☐ No

Comments:

None.

COMPLIANCE WITH CHAPTER 427, F.S.

WHAT TYPE OF MONITORING DOES THE COMMUNITY TRANSPORTATION COORDINATOR PERFORM ON ITS OPERATOR(S) AND HOW OFTEN IS IT CONDUCTED?

Annual desk audit.

Is a written report issued to the operator? ☒ Yes (if negative findings) ☐ No

WHAT TYPE OF MONITORING DOES THE COMMUNITY TRANSPORTATION COORDINATOR PERFORM ON ITS COORDINATION CONTRACTORS AND HOW OFTEN IS IT CONDUCTED?

No applicable.

WHAT ACTION IS TAKEN IF A CONTRACTOR RECEIVES AN UNFAVORABLE REPORT?

Suspend service until compliance is achieved.

Comments:

None.

COMPLIANCE WITH CHAPTER 427, F.S.

HOW IS THE COMMUNITY TRANSPORTATION COORDINATOR USING SCHOOL BUSES IN THE COORDINATED SYSTEM?

Big Bend Transit does not have a contract with the School Board to use their vehicles.

HOW IS THE COMMUNITY TRANSPORTATION COORDINATOR USING PUBLIC TRANSPORTATION SERVICES IN THE COORDINATED SYSTEM?

Not applicable.

IS THERE A GOAL FOR TRANSFERRING PASSENGERS FROM PARATRANSIT TO TRANSIT?

☐

Yes

☐

No

☒ N/A

Comments:

None.

COMPLIANCE WITH 41-2, F.A.C.

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS?

\$100,000/\$200,000

WHAT ARE THE MINIMUM LIABILITY INSURANCE REQUIREMENTS IN THE OPERATOR AND COORDINATION CONTRACTS?

\$100,000/\$200,000

DOES THE MINIMUM LIABILITY INSURANCE REQUIREMENTS EXCEED \$1 MILLION PER INCIDENT?

☐ Yes ☒ No

If yes, was this approved by the Commission? ☐ Yes ☐ No ☒ N/A

Comments:

None.

COMPLIANCE WITH 41-2, F.A.C.

1. IF THE COMMUNITY TRANSPORTATION COORDINATOR HAS COORDINATION CONTRACTORS, DETERMINE THE COST-EFFECTIVENESS OF THESE CONTRACTORS. Not applicable. Big Bend Transit does not have coordination contractors.

Cost [CTC and Coordination Contractor (CC)]

	CTC	CC #1	CC #2	CC #3	CC #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

2. DO YOU HAVE TRANSPORTATION ALTERNATIVES? ☐ Yes ☒ No
 (Those specific transportation services approved by rule or the Commission as a service not normally arranged by the Community Transportation Coordinator, but provided by the purchasing agency. Example: a neighbor providing the trip)

Cost [CTC and Transportation Alternative (Alt.)]

	CTC	Alt. #1	Alt. #2	Alt. #3	Alt. #4
Flat contract rate (s) (\$ amount / unit)					
Detail other rates as needed: (e.g. ambulatory, wheelchair, stretcher, out-of-county, group)					
Special or unique considerations that influence costs?					
Explanation:					

Comments:

None.

COMPLIANCE WITH 41-2, F.A.C.	
Commission Standards	Comments
Local toll free phone number must be posted in all vehicles.	CTC posts toll free phone number in vehicles.
Vehicle Cleanliness	CTC cleans all vehicles (interior/exterior) at least once a week.
Passenger/Trip Database	CTC maintains a passenger/trip database.
Adequate seating	CTC provides adequate seating for all passengers.
Driver Identification	CTC requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	CTC requires drivers to provide passengers with boarding and exiting assistance.
Smoking, Eating and Drinking	Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted. Stops may be made to accommodate the needs of passengers at the discretion of the driver.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	CTC complies with Chapter 287.0585 Florida Statutes.

COMPLIANCE WITH 41-2, F.A.C.

Local Standards	Comments
Transport of Escorts and dependent children policy	CTC requires that children under the age of 6 be accompanied by an escort. Escorts must be provided by the passenger and able to provide necessary assistance to the passenger. Escorts are transported at the rates described in the established rate structure.
Use, Responsibility, and cost of child restraint devices	CTC requires all passengers under the age of 4 to use a child restraint device. The device must be provided by the passenger.
Out-of-Service Area trips	CTC provides inter-county service. Service between Madison County and Leon County is provided only to the extent of the availability and no more than once per day.
CPR/1st Aid	CTC requires that all drivers be certified in first aid.
Driver Criminal Background Screening	The CTC requires a criminal records check of all drivers through the Florida Department of Law Enforcement. This criminal records check covers a period of 15 years prior to the records check.
Rider Personal Property	The CTC allows passengers to have two pieces of personal property that they can place in their lap or stow under the seat.
Advance reservation requirements	The CTC requires Medicaid sponsored trips to be scheduled 72 hours in advance. All other trips shall be scheduled 24 hours in advance.
Pick-up Window	The CTC has a 90 minute pick up window for inter-county advance reservation trips. There is a 60 minute pick-up window for intra-county advance reservation trips.

<i>Measurable Standards/Goals</i>	<i>Standard/Goal</i>	<i>Latest Figures</i>	<i>Is the CTC/Operator meeting the Standard?</i>
Public Transit Ridership	Not applicable	-Not applicable	-
On-time performance	90%	92.2%	Yes
Accidents	1.2/100,000 miles.	0/100,000 miles	Yes
Roadcalls	No more than 7/100,000 miles.	1/100,000 miles	Yes
Complaints	No more than 1/1,000 trips.	0	Yes
Call-Hold Time	Not applicable.	Not applicable	-

ON-SITE OBSERVATION OF THE SYSTEM

Date of Observation:

9/10/12

Please list any special guests that were present:

None

Location:

Madison County Courthouse Annex to Apalachee Center for Human Services

Number of Passengers picked up/dropped off:

2

Ambulatory

2

Non-Ambulatory

0

Was the driver on time?

☒

Yes

☐

No, how many minutes late/early?

Did the driver provide any passenger assistance?

☒

Yes

☐

No

Was the driver wearing any identification?

☐

Yes: ☐ Uniform
Badge

☐ Name Tag

☒ ID

☐

No

Did the driver render an appropriate greeting?

☒

Yes

☐

No

☐

Driver regularly transports the rider, not necessary

If CTC has a policy on seat belts, did the driver ensure the passengers were properly belted?

☒

Yes

☐

No

Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?

☒

Yes

☐

No

Is there a sign posted on the interior of the vehicle with both a local phone number and the TD Helpline for comments/complaints/commendations?

☒

Yes

☐

No

Does the vehicle have working heat and air conditioning?

☒

Yes

☐

No

Does the vehicle have two-way communications in good working order?

☒

Yes

☐

No

If used, was the lift in good working order?

☒

Yes

☐

No ☐ N/A

Was there safe and appropriate seating for all passengers?

☒

Yes

☐

No

Did the driver properly use the lift and secure the passenger?

☐

Yes

☐

No ☒ N/A

Level of Cost

Insert Cost page from the AOR.

FLCTD

Annual Operations Report

Section VII: Expense Sources

County: Madison		Fiscal Year: July 1, 2011 - June 30, 2012	
Status: Complete			
FLCTD Status: Approved			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$338,254.00	\$0.00	\$338,254.00
Fringe Benefits (502):	\$146,654.00	\$0.00	\$146,654.00
Services (503):	\$10,782.00	\$0.00	\$10,782.00
Materials and Supplies Cons. (504):	\$108,310.00	\$0.00	\$108,310.00
Utilities (505):	\$3,973.00	\$0.00	\$3,973.00
Casualty and Liability (506):	\$25,310.00	\$0.00	\$25,310.00
Taxes (507):	\$328.00	\$0.00	\$328.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$14,701.00	\$0.00	\$14,701.00
Miscellaneous (509):	\$4,461.00	\$0.00	\$4,461.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$9,974.00	\$0.00	\$9,974.00
Annual Depreciation (513):	\$77,065.00	\$0.00	\$77,065.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$739,812.00	\$0.00	\$739,812.00

Level of Competition

1. Inventory of Transportation Operators in the Service Area

	Column A Operators Available	Column B Operators Contracted in the System.
Private Non-Profit	1	1
Private For-Profit	1	2
Government	0	0
Public Transit Agency	0	0
Total	3	3

2. How many of the operators are coordination contractors? 0_____
3. Of the operators included in the local coordinated system, how many have the capability of expanding capacity? None____
Does the Community Transportation Coordinator have the ability to expand? Yes____
4. Indicate the date the latest transportation operator was brought into the system. 2006
5. Does the CTC have a competitive procurement process? No
6. In the past five (5) years, how many times have the following methods been used in selection of the transportation operators? Not applicable.

	Low bid
3	Requests for qualifications
3	Negotiation only

	Requests for proposals
3	Requests for interested parties

7. Which of the following items are incorporated in the review and selection of transportation operators for inclusion in the coordinated system? Not applicable.

✓	Capabilities of operator
✓	Age of company
✓	Previous experience
✓	Management
✓	Qualifications of staff
✓	Resources
	Economies of Scale
	Contract Monitoring
	Reporting Capabilities
	Financial Strength
	Performance Bond
	Responsiveness to Solicitation

	Scope of Work
✓	Safety Program
✓	Capacity
	Training Program
✓	Insurance
✓	Accident History
✓	Quality
	Community Knowledge
	Cost of the Contracting Process
✓	Price
	Distribution of Costs
	Other: (list)

8. If a competitive bid or request for proposals has been used to select the transportation operators, to how many potential operators was the request distributed in the most recently completed process? Not applicable.

How many responded? Not applicable.

The request for bids/proposals was distributed: Not applicable.

_____ Locally _____ Statewide _____ Nationally

9. Has the Community Transportation Coordinator reviewed the possibilities of competitively contracting any services other than transportation provision (such as fuel, maintenance, etc...)? Yes

Level of Coordination

Planning – What are the coordinated plans for transporting the TD population?

All plans for transportation disadvantaged services are coordinated.

Public Information – How is public information distributed about transportation services in the community?

Mailings, public service announcements, public meetings, brochures distributed in high traffic locations.

Certification – How are individual certifications and registrations coordinated for transportation services?

All passengers are registered for transportation by the Community Transportation Coordinator.

Eligibility Records – What system is used to coordinate which individuals are eligible for special transportation services in the community?

Appropriate to user agency.

Call Intake – To what extent is transportation coordinated to ensure that a user can reach a Reservationist on the first call?

Annual telephone call connection survey.

Reservations – What is the reservation process? How is the duplication of a reservation prevented?

CTS software.

Trip Allocation – How is the allocation of trip requests to providers coordinated?

All ambulatory and wheelchair trips are assigned to Big Bend Transit. All stretcher trips are assigned to CapitalTransit.

Scheduling – How is the trip assignment to vehicles coordinated?

N/A.

Transport – How are the actual transportation services and modes of transportation coordinated?

All ambulatory and wheelchair trips are assigned to Big Bend Transit. All stretcher trips are assigned to CapitalTransit.

Dispatching – How is the real time communication and direction of drivers coordinated?

Big Bend Transit provides dispatching services.

General Service Monitoring – How is the overseeing of transportation operators coordinated?

Big Bend Transit monitors subcontractors.

Daily Service Monitoring – How are real-time resolutions to trip problems coordinated?

Big Bend Transit monitors daily service.

Trip Reconciliation – How is the confirmation of official trips coordinated?

Big Bend Transit reconciles all trips.

Billing – How is the process for requesting and processing fares, payments, and reimbursements coordinated?

Big Bend Transit bills all trips.

Reporting – How is operating information reported, compiled, and examined?

Information is reported monthly, compiled quarterly and examined quarterly.

Cost Resources – How are costs shared between the coordinator and the operators (s) in order to reduce the overall costs of the coordinated program?

Not applicable.

Information Resources – How is information shared with other organizations to ensure smooth service provision and increased service provision?

Through the local Coordinating Board.

Overall – What type of formal agreement does the Community Transportation Coordinator have with organizations, which provide transportation in the community?

Big Bend Transit has an agreement with the coordination contractor.



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November 21, 2012

TO: Madison County Transportation Disadvantaged Coordinating Board
FROM: Lynn Godfrey, AICP, Senior Planner
SUBJECT: 2011-2012 Annual Operations Report

RECOMMENDATION

Review the 2011-2012 Annual Operations Report.

BACKGROUND

Big Bend Transit is required to submit an annual operations report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is Big Bend Transit's 2011-2012 Annual Operations Report for Madison County. If you have any questions, please contact me at extension 110.


Attachment

t:\lynn\td12\madison\memos\lor.docx

FLCTD

Annual Operations Report

Section I: Face Sheet

County: Madison	Fiscal Year: July 1, 2011 - June 30, 2012
Status: Submitted to FLCTD	
Report Date:	09/11/2012
Period Covered:	July 1, 2011 - June 30, 2012
Coordinator's Name:	Big Bend Transit
Address:	Post Office Box 1721
City:	Tallahassee
Zip Code:	32302
Service Area:	Madison
Contact Person:	SANDI MAZZA
Title:	INTERIM GENERAL MANAGER
Phone:	(850) 576 - 6266
Fax:	(850) 571 - 1531
Email:	SM-BBT@COMCAST.NET
Network Type:	Partial Brokerage
Organization Type:	Private Non-Profit
CTC Certification:	
<p>I, SANDI MAZZA, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
<p>CTC Representative (signature) </p> <p>SANDI MAZZA - 09/11/2012</p>	
LCB Statement:	
<p>I, _____, as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
LCB Signature	

FLCTD
Annual Operations Report
Section II: General Info

County: **Madison**

Fiscal Year: **July 1, 2011 - June 30, 2012**

Status: **Submitted to FLCTD**

Section II: Coordinated System General Information

1. Provider Listing (include the CTC, if the CTC provides transportation services)

Number of Private Non-Profits: 1

Number of Private For-Profits: 1

Public Entities:

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

Total: 2

2. How many of the providers listed in 1 are coordination contractors?

0

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Madison	Fiscal Year: July 1, 2011 - June 30, 2012		
Status: Submitted to FLCTD			
Section III: Passenger Trip Information			
1a. One-Way Passenger Trips			
Type of Service	Service Area		
Fixed Route/Fixed Schedule	Within	Outside	Total
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
Deviated Fixed Route Service	961	0	961
Paratransit			
Ambulatory	14309	2598	16907
Non-Ambulatory	1479	1136	2615
Stretcher	45	45	90
Other Services			
School Board Trips	0	0	0
Total Trips	16794	3779	20573
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			89
1c. How many of the total trips were provided by coordination contractors?			0
2. One-Way Trips by Funding Source			
Agency for Health Care Administration	5994		
Agency for Persons with Disabilities	5751		
Agency for Workforce Innovation	0		
Commission for the Transportation Disadvantaged	6684		
Department of Children and Families	0		
Department of Community Affairs	0		
Department of Education	2		
Department of Elder Affairs	0		
Department of Health	36		

Department of Juvenile Justice	0
Florida Department of Transportation	961
Local Government	546
Local Non-Government	599
Other Federal Programs	0
Total:	20573
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	yes
Elderly	
Low Income:	1281
Disabled:	0
Low Income and Disabled:	8418
Other:	0
Children	
Low Income:	113
Disabled:	0
Low Income and Disabled:	0
Other:	0
Other	
Low Income:	1622
Disabled:	0
Low Income and Disabled:	9139
Other:	0
Total:	20573
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	yes
Medical Purpose	10557
Employment Purpose	2625
Education/Training/Daycare Purpose	5751
Nutritional Purpose	0
Life-Sustaining/Other Purpose	1640
Total:	20573
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	5434

5b. Fixed Route	0
Total:	5434
6. Number of Unmet Trip Requests	0
Unmet Trip Requests by Type of Trip	
Unmet Medical	0
Unmet Employment	0
Unmet Education/Training/Daycare	0
Unmet Nutritional	0
Unmet Life-Sustaining/Other	0
Reason Trip was Denied (Optional)	
Lack of Funding:	0
Lack of Vehicle Availability:	0
Lack of Driver Availability:	0
Other:	0
7.) Number of Passenger No-shows	282
Passenger No-Shows by Funding Source (optional)	
CTD:	0
AHCA:	0
AWI:	0
DCF:	0
APD:	0
DOE:	0
DOEA:	0
Other:	0
8. Complaints	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	0
Complaints by Other	0
Complaint Total:	0
9. Commendations	
Commendations by CTC	0

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	0

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Madison		Fiscal Year: July 1, 2011 - June 30, 2012	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	247243		206448
Transportation Providers:	9710		9710
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	256953		216158
2. Roadcalls			
	1		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		0
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		0
Grand Total:	0		
4. Total Number of Vehicles			
	13		
	Count		Percentage
a. Total vehicles that are wheelchair accessible:	12		92.00%
b. Total vehicles that are stretcher equipped:	1		7.00%

FLCTD

Annual Operations Report

Section V: Employee Info

County: Madison		Fiscal Year: July 1, 2011 - June 30, 2012	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	7		14717
Part-Time Drivers	2		620
Volunteer Drivers	0		0
Total Hours:			15337
Maintenance Employees	3		
Dispatchers	1		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	1		
Other Operations Employees	0		
			Hours
Other Volunteers	0		0
Administrative Support	2		
Management Employees	4		
Total	21		
2. Coordination Contractors Employee Information			
			Hours
Full-Time Drivers	0		0
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			0
Maintenance Employees	0		
Dispatchers	0		
Schedulers	0		
Call Intake/Reserv./Cust. Serv.	0		

Other Operations Employees	0	
		Hours
Other Volunteers	0	0
Administrative Support	0	
Management Employees	0	
Total	0	
		TOTAL HOURS: 15337

FLCTD

Annual Operations Report

Section VI: Revenue Sources

County: Madison		Fiscal Year: July 1, 2011 - June 30, 2012	
Status: Submitted to FLCTD			
Section VI: Financial Data			
1. Detailed Revenue and Trips Provided by Funding Source			
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES
Agency for Health Care Administration			
Medicaid Non-Emergency	\$323,199.00	\$0.00	\$323,199.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$0.00	\$0.00	\$0.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$50,043.00	\$0.00	\$50,043.00
Other (specify)	\$0.00	\$0.00	\$0.00
Agency for Workforce Innovation			
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Commission for the Transportation Disadvantaged			
Non-Sponsored Trip Program	\$169,476.00	\$0.00	\$169,476.00

Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$0.00	\$0.00	\$0.00
TD Other (specify)	\$0.00	\$0.00	\$0.00
Department of Children and Families			
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00
Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Community Affairs			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Education			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$196.00	\$0.00	\$196.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Health			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$2,587.00	\$0.00	\$2,587.00

County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Juvenile Justice			
(specify)	\$0.00	\$0.00	\$0.00
Department of Transportation			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$0.00	\$0.00	\$0.00
49 USC 5311 (Section 18)	\$43,572.00	\$0.00	\$43,572.00
49 USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$14,071.00	\$0.00	\$14,071.00
Other DOT (Specify) 49 USC 5316/5317	\$20,921.00	\$0.00	\$20,921.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$6,292.00	\$0.00	\$6,292.00
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify)	\$0.00	\$0.00	\$0.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00
Local Non-Government			

Farebox	\$32,687.00	\$0.00	\$32,687.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$1,665.00	\$0.00	\$1,665.00
Other Federal or State Programs			
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
(specify)	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$664,709.00	\$0.00	\$664,709.00

FLCTD

Annual Operations Report

Section VII: Expense Sources

County: Madison		Fiscal Year: July 1, 2011 - June 30, 2012	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$338,254.00	\$0.00	\$338,254.00
Fringe Benefits (502):	\$146,654.00	\$0.00	\$146,654.00
Services (503):	\$10,782.00	\$0.00	\$10,782.00
Materials and Supplies Cons. (504):	\$108,310.00	\$0.00	\$108,310.00
Utilities (505):	\$3,973.00	\$0.00	\$3,973.00
Casualty and Liability (506):	\$25,310.00	\$0.00	\$25,310.00
Taxes (507):	\$328.00	\$0.00	\$328.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$14,701.00	\$0.00	\$14,701.00
Miscellaneous (509):			
Miscellaneous (509):	\$4,461.00	\$0.00	\$4,461.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$9,974.00	\$0.00	\$9,974.00
Annual Depreciation (513):	\$77,065.00	\$0.00	\$77,065.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:			
GRAND TOTAL:	\$739,812.00	\$0.00	\$739,812.00

PERFORMANCE TRENDS **MADISON COUNTY, 2009-2011**

PERFORMANCE STANDARD	MEASURE	2009	2010	2011	PERCENT CHANGE 2010-2011
TOTAL SERVICE	Passenger Trips	24,820	24,714	20,573	-20.1%
	Ambulatory Trips	23,048	22,233	16,907	-31.5%
	Non-Ambulatory Trips	1,732	2,395	2,615	8.4%
	Stretcher Trips	40	43	90	52.2%
	Fixed Route Trips	0	0	0	#DIV/0!
	Revenue Vehicle Miles	265,790	256,636	216,158	-18.7%
	Vehicle Miles	310,195	295,978	256,953	-15.2%
SERVICE EFFECTIVENESS	Driver Hours	14,751	10,360	15,337	32.5%
	Passenger Trips/Revenue Vehicle Mile	0.09	0.10	0.10	-1.2%
	Passenger Trips/Vehicle Mile	0.08	0.08	0.08	-4.3%
COST EFFECTIVENESS & EFFICIENCY	Passenger Trips/Driver Hour	1.7	2.4	1.3	-77.8%
	Revenue	\$713,087	\$679,906	\$664,709	-2.3%
	Expenses	\$713,024	\$541,858	\$739,812	26.8%
	Cost/Passenger Trip	\$28.73	\$21.93	\$35.96	39.0%
	Cost/Revenue Vehicle Mile	\$2.68	\$2.11	\$3.42	38.3%
	Cost/Vehicle Mile	\$2.30	\$1.83	\$2.88	36.4%
	Cost/Vehicle	\$44,564	\$36,124	\$56,909	36.5%
	Cost/Driver Hour	\$48.34	\$52.30	\$48.24	-8.4%
	Vehicles	16	15	13	-15.4%
VEHICLE UTILIZATION	Passenger Trips/Vehicle	1,551	1,648	1,583	-4.1%
	Vehicle Miles/Vehicle	19,387	19,732	19,766	0.2%
	Revenue Vehicle Miles/Vehicle	16,612	17,109	16,628	-2.9%
	Vehicle Miles/Driver Hour	21	29	17	-70.5%
	Revenue Vehicle Miles/Driver Hour	18	25	14	-75.8%
	Vehicle Hours/Vehicle	922	691	1,180	41.5%
	Number of Accidents	0	0	0	#DIV/0!
SERVICE AVAILABILITY	Accidents/100,000 Miles	0	0	0	#DIV/0!
	Average Vehicle Miles Between Roadcalls	#DIV/0!	295,978	256,953	-15.2%
	Roadcalls	0	1	1	0.0%
	Passenger No-Shows	156	155	282	45.0%
	Number of Trip Denials	0	0	0	#DIV/0!

Source: Big Bend Transit Annual Operations Reports



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

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

November 21, 2012

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

STAFF RECOMMENDATION

Review and approve Big Bend Transit's application for Rural Capital Assistance Support Grant funds.

BACKGROUND

The Rural Area Capital Assistance Support Grant Program is administered by the Florida Commission for the Transportation Disadvantaged. Funds for this program can be used to address capital transportation needs in rural areas of the State. Eligible applicants are designated Community Transportation Coordinators.

Attached is Big Bend Transit's application for Rural Area Capital Assistance Support Grant funds. If you have any questions concerning this grant application, please contact me.

Attachment

t:\lynn\td12\madison\memos\rcag.docx

Big Bend Transit, Inc.

P.O. Box 1721
Tallahassee, Florida 32302
850/574-6266

September 20, 2012

Ms. Sherry Powers
Area 3 Project Manager
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, Florida 32399-0450

RE: FY12/13 Application for the Shirley Conroy Rural Area Capital Assistance Support
Grant – Gadsden, Madison and Taylor Counties

Dear Ms. Powers:

Big Bend Transit, Inc., as the Community Transportation Coordinator for Gadsden, Jefferson, Madison and Taylor Counties, is applying for a grant of up to \$247,040.00 from the Shirley Conroy Rural Area Capital Assistance Support Program funds, administered by the Commission for the Transportation Disadvantaged, pursuant to Section 427.0159, F. S.

The applicant represents that the data submitted to the Commission for the Transportation Disadvantaged in support of this application is true and correct to the best of my knowledge. Certifications to the review of the grant application by the Transportation Disadvantaged Coordinating Boards of Gadsden and Madison Counties will be forwarded to the Commission prior to grant execution. I am submitting the Certification for Taylor County Transportation Disadvantaged Coordinating Board approved on September 13, 2012.

Sincerely,

BIG BEND TRANSIT, INC.



Sandi Mazza
Interim General Manager

enclosures (6)

cc: Apalachee Regional Planning Council
✓ North Central Florida Regional Planning Council
Taylor County Board of Commissioners

4100

NORTH CENTRAL FLORIDA
RECEIVED
OCT 01 2012
REGIONAL PLANNING COUNCIL

h: scctdgrantappltr

EXHIBIT A

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

1. DATE SUBMITTED: September 7, 2012
2. LEGAL NAME OF APPLICANT: Big Bend Transit, Inc.
3. FEDERAL IDENTIFICATION NUMBER: 59-1909296
4. REMITTANCE ADDRESS: Post Office Box 1721
5. CITY AND STATE: Tallahassee, Florida ZIP CODE: 32302
6. CONTACT PERSON FOR THIS GRANT: Sandi Mazza
7. PHONE NUMBER: (850) 574-6266 FAX NUMBER: (850) 574-1531
8. E-MAIL ADDRESS: sm-bbt@comcast.net
9. PROJECT LOCATION [County(ies)]: Gadsden, Jefferson, Madison, Taylor
10. PROPOSED START DATE: 11/01/12 ENDING DATE: 06/30/13
11. ESTIMATED PROJECT FUNDING REQUESTED:
Grant Funds \$ 222,336.00
Local \$ 24,704.00
TOTAL \$ 247,040.00

12. I hereby certify that this document has been duly authorized by the governing body of the applicant, and the applicant intends to complete the project, and to comply with any attached assurances if the assistance is awarded.

Sandi Mazza, Interim General Manager

TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE



SIGNATURE OF AUTHORIZED REPRESENTATIVE

9/12/12
DATE

13. **Local Coordinating Board Approval (must be prior to grant execution)**

I hereby certify that this grant has been reviewed in its entirety by the Madison County Transportation Disadvantaged Coordinating Board.

MADISON COUNTY TDCB CHAIRPERSON'S SIGNATURE

DATE

EXHIBIT B

PROPOSED PROJECT FUNDING

I. Project Description and Cost

Capital equipment - Prioritize based on need.
If vehicle, specify type of vehicle and fuel type
(gas, diesel, alternative)

1. Four (4) 23' Cutaway buses,
(12 ambulatory, 2 wheelchair passengers),
W/C lifts, W/C Securements,
Gasoline for Gadsden, Madison and Taylor
Counties

\$247,040.00

2. \$

3. \$

Total Project Cost \$247,040.00

II. Funding Participation

A. Transportation Disadvantaged
Trust Funds (90%) \$222,336.00

B. Local Match (10%) \$24,704.00

C. **Total Project Cost** **\$247,040.00**

EXHIBIT C

SCOPE

Who:

Big Bend Transit, Inc., the Community Transportation Coordinator for Gadsden, Jefferson, Madison and Taylor Counties.

As depicted in Exhibit F, Big Bend Transit Fleet Inventory, Big Bend Transit utilizes vehicles to provide in excess of 152,000 passenger trips annually to more than 32,000 transportation disadvantaged persons in the rural, four-county area of North Florida, comprised of Gadsden, Jefferson, Madison and Taylor Counties and the non-urbanized area of Leon County.

What:

To replace a portion of the aged/worn vehicle fleet, resulting in reduced operating costs and increased service quality, capacity and safety.

Where:

Transportation disadvantaged persons, sponsored and non-sponsored, and the general public in the rural four-county area of North Florida, comprised of Gadsden, Jefferson, Madison and Taylor Counties.

When:

In FY 12/13, in order to reduce operating costs and increase service quality, capacity and safety by replacing a portion of the aged/worn vehicle fleet.

How:

Vehicles will be purchased utilized FDOT vehicle procurement program. Big Bend Transit, Inc., has sufficient, dedicated capital replacement reserve funds to provide the local match requirement of at least 10% of the total project costs, as awarded.

Why:

This project, the replacement of aged, excessively worn revenue vehicles of the fleets of the coordinated transportation systems of four rural counties, Gadsden, Jefferson, Madison and Taylor Counties, is necessary for, and critical to, the continuation of efficient, cost-effective, and safe transportation services for sponsored and non-sponsored transportation disadvantaged persons. The coordinated transportation systems of these four rural counties offer the only public transportation opportunity for transportation disadvantaged persons and the general public to obtain access to health care, employment, education, shopping, social activities and other life-sustaining activities.

EXHIBIT D

AUTHORIZING RESOLUTION RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE FILING OF A SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE SUPPORT GRANT APPLICATION WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

A RESOLUTION of the BOARD OF DIRECTORS of the Big Bend Transit, Inc., hereinafter BOARD, hereby authorizes the filing of a Shirley Conroy Rural Area Capital Assistance Program Grant Application with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD has the authority to file this Grant Application and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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

1. The BOARD has the authority to file this grant application.
2. The BOARD authorizes the General Manager of Big Bend Transit, Inc., to file and execute the application on behalf of the Big Bend Transit, Inc. Board of Directors with the Florida Commission for the Transportation Disadvantaged.
3. The BOARD authorizes the General Manager of Big Bend Transit, Inc. to sign any and all agreements or contracts which are required in connection with the application.
4. The BOARD authorizes General Manager of Big Bend Transit, Inc. to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the application or subsequent agreements.

DULY PASSED AND ADOPTED THIS _____ DAY OF _____

BIG BEND TRANSIT, INC.
BOARD OF DIRECTORS

Typed name of Official & Office

Signature of Official

ATTEST: _____
Signature

EXHIBIT E

STANDARD ASSURANCES

The recipient hereby assures and certifies that:

- (1) The recipient will comply with the federal, state, and local statutes, regulations, executive orders, and administrative requirements which relate to discrimination on the basis of race, color, creed, religion, sex, age, and handicap with respect to employment, service provision, and procurement.
- (2) Public and private for-profit, transit and paratransit operators have been or will be afforded a fair and timely opportunity by the local recipient to participate to the maximum extent feasible in the planning and provision of the proposed transportation planning services.
- (3) The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
- (4) The recipient intends to accomplish all tasks as identified in this grant application.
- (5) Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
- (6) Capital equipment purchased through this grant meets or exceeds the criteria set forth in the Florida Department of Transportation's equipment specifications, "Guidelines for Acquiring Vehicles" dated October 1993 (or as updated), "Part 1, Bid Documents," dated July 1995 (or as updated), and "Part 2, Specification Guidelines for Specialized Vehicles," dated July 1993 (or as updated), or criteria set forth by any other federal, state, or local government agency.
- (7) Capital equipment purchased through this grant comply with the competitive procurement requirements of Chapter 287 and Chapter 427, Florida Statutes.
- (8) If capital equipment is purchased through this grant, the demand response service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:
 - (a) response time,
 - (b) fares,
 - (c) geographic service area,

EXHIBIT F

CURRENT VEHICLE AND OTHER TRANSPORTATION EQUIPMENT INVENTORY FORM

Name of CTC: _____

Model Year	Vehicle Make And Type	FDOT Control No. or VIN No.	W/C Equip	Avg. Miles Per Year	Current Mileage	Anticipated Retire date	Other Transportation Equipment(s) #	Source Funded By

NOTE: Identify the Vehicle(s) that would be replaced with this or other grants by placing * next to the model year.
 # To include computers, copiers, printers, communication systems, etc., computerized in-house inventory is acceptable.

Exhibit F

BIG BEND TRANSIT, INC

CURRENT VEHICLE AND OTHER TRANSPORTATION EQUIPMENT INVENTORY FORM

DATE: 09/13/2012 TIME: 12:53 P.M.

VEH #	MFG YR	MFG	TYPE	VEHICLE ID NO.	TAG #	W/C LIFT	RET. MILEAGE	CURR MI.	EST. RET. YR	FUND SOURCE
03573	2006	FORD	VAN	1FBNE31L66DA03573	X78077		100,000	116,188	2010	TDTF
03574	2006	FORD	VAN	1FBNE31L86DA03574	X78076		100,000	118,041	2010	BBT
0505	2005	FORD/CHAMPION	SCTAWY	1FDWE35L65HA35906	X75465	Y	150,000	125,000	2010	5310
0507	2005	FORD/CHAMPION	SCTAWY	1FDWE35L65HA51572	X75042	Y	150,000	134,109	2010	TDTF
0508	2005	FORD/CHAMPION	SCTAWY	1FDWE35L75HA55789	X72119	Y	150,000	95,118	2010	5310
0603	2006	FORD	VAN	1FBNE31L06HA07742	X69543		100,000	57,525	2010	5310
0604	2006	FORD	VAN	1FBNE31L26HA07743	X69543		100,000	82,651	2010	5310
0606	2006	FORD/CHAMPION	CTAWY	1FDXE45S35HB48777	X82123	Y	150,000	122,214	2011	TDTF
0609	2006	FORD/CHAMPION	CTAWY	1FDXE45S55HB48781	X82127	Y	150,000	142,186	2011	TDTF
0611	2006	CHEVY/CHAMPION	CTAWY	1GBE4V1G26F406424	X81929	Y	150,000	145,962	2011	5310
0612	2006	FORD/CHAMPION	SCTAWY	1FDWE35L05HB19235	X81932	Y	150,000	127,236	2011	5310
0613	2006	FORD/CHAMPION	SCTAWY	1FDWE35L35HB19228	X0115A	Y	150,000	107,061	2011	5310
0615	2006	CHEVY/CHAMPION	CTAWY	1GBE4V1G76F416091	X0200A	Y	150,000	125,498	2011	TDTF
0616	2006	CHEVY/CHAMPION	CTAWY	1GBE4V1G16F416295	X0202A	Y	150,000	171,647	2011	TDTF
0617	2006	CHEVY/CHAMPION	CTAWY	1GBE4V1G56F416347	X0196A	Y	150,000	73,446	2011	TDTF
0618	2006	CHEVY/CHAMPION	CTAWY	1GBE4V1G46F424276	X0201A	Y	150,000	175,519	2011	TDTF
0701	2007	CHEVY/CHAMPION	SCTAWY	1GBJG31U171133068	X3324A	Y	150,000	154,692	2012	TDTF
0702	2007	CHEVY/CHAMPION	SCTAWY	1GBJG31U271143379	X3325A	Y	150,000	93,535	2012	5310
0703	2007	CHEVY/CHAMPION	SCTAWY	1GBJG31U171134706	X3326A	Y	150,000	158,362	2012	TDTF
0704	2007	CHEVY/CHAMPION	CTAWY	1GBE4V1GX7F419813	X6542A	Y	150,000	143,377	2012	5310
0705	2007	CHEVY/CHAMPION	CTAWY	1GBE4V1G07F403894	X4405A	Y	150,000	186,525	2012	TDTF
0801	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G18F406725	X4406A	Y	150,000	166,532	2013	5310
0802	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G28F406491	X4407A	Y	150,000	190,083	2013	TDTF
0803	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G28F406670	X4408A	Y	150,000	94,207	2013	5310
0804	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G38F406645	X4409A	Y	150,000	100,000	2013	5310
0805	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G58F406355	X4410A	Y	150,000	109,255	2013	TDTF
0806	2008	CHEVY/CHAMPION	CTAWY	1GBE4V1G88F406799	X4411A	Y	150,000	179,998	2013	5310
0807	2008	CHEVY/CHAMPION	SCTAWY	1GBJG31K181124306	X4412A	Y	150,000	50,171	2013	TDTF
0808	2008	CHEVY/CHAMPION	SCTAWY	1GBJG31K381122265	X4413A	Y	150,000	145,000	2013	TDTF
0809	2008	CHEVY/CHAMPION	SCTAWY	1GBJG31K381122945	X4414A	Y	150,000	121,388	2013	TDTF
0810	2008	CHEVY/CHAMPION	SCTAWY	1GBJG31K3X1124059	X4415A	Y	150,000	152,052	2013	TDTF
0811	2008	FORD	VAN	1FBNE31L38DB43857	X4422A		100,000	56,160	2012	5310
0812	2008	FORD	VAN	1FBNE31L58DB43858	X4421A		100,000	94,241	2012	5310
0813	2008	FORD	VAN	1FBNE31L78DB43859	X4420A		100,000	69,483	2012	5310
0814	2008	FORD	VAN	1FBNE31L38DB43860	X4419A		100,000	109,315	2012	5310
0901	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G58F414150	X9633A	Y	150,000	75,379	2014	5310
0902	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G58F414164	X9631A	Y	150,000	125,787	2014	5310
0903	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G48F414267	X2093B	Y	150,000	154,904	2014	TDTF
0904	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G18F414274	X9632A	Y	150,000	150,168	2014	5310
0905	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G78F414280	X9626A	Y	150,000	98,588	2014	TDTF
0906	2009	CHEVY/CHAMPION	CTAWY	1GBE4V1G38F414972	X9630A	Y	150,000	55,000	2014	5310
0907	2009	CHEVY/CHAMPION	SCTAWY	1GBJG31K791138552	X9628A	Y	150,000	78,295	2014	5310
0908	2009	CHEVY/CHAMPION	SCTAWY	1GBJG31K891139953	X9627A	Y	150,000	73,157	2014	5310
0909	2009	CHEVY/CHAMPION	SCTAWY	1GBJG31K291140306	X9629A	Y	150,000	70,136	2014	5310

Exhibit F

BIG BEND TRANSIT, INC

CURRENT VEHICLE AND OTHER TRANSPORTATION EQUIPMENT INVENTORY FORM

DATE: 09/13/2012 TIME: 12:53 P.M.

VEH #	MFG YR	MFG	TYPE	VEHICLE ID NO.	TAG #	W/C LIFT	RET. MILEAGE	CURR MI.	EST. RET. YR	FUND SOURCE
0910	2009	FORD	VAN	1FBNE31L19DA91484	X1635B		100,000	37,500	2013	5311S
0911	2009	FORD	VAN	1FBNE31L39DA91485	X1634B		100,000	30,527	2013	5311S
0912	2009	FORD	VAN	1FBNE31L59DA91486	X1632B		100,000	47,917	2013	5311S
0913	2009	FORD	VAN	1FBNE31L79DA91487	X1633B		100,000	34,435	2013	5311S
1001	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG8A1105753	X3443B	Y	150,000	84,743	2015	5311S
1002	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AGXA1105544	X4497B	Y	150,000	107,359	2015	5311S
1003	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG3A1105319	X3167B	Y	150,000	90,944	2015	5311S
1004	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AGXA1105091	X3434B	Y	150,000	101,727	2015	5311S
1005	2010	CHEVY/CHAMPION	SCTAWY	1GBJG31K391172858	X3442B	Y	150,000	110,595	2015	5310
1006	2010	CHEVY/CHAMPION	SCTAWY	1GBJG31KX91172775	X4496B	Y	150,000	74,887	2015	5310
1007	2010	CHEVY/CHAMPION	SCTAWY	1GBJG31K091172610	X3441B	Y	150,000	57,579	2015	5310
1008	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG4A1105393	X9630A	Y	150,000	111,978	2015	5310
1009	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG4A1105667	X3166B	Y	150,000	88,007	2015	5310
1010	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG5A1104821	X3166B	Y	150,000	99,065	2015	5310
1011	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG9A1105079	X3166B	Y	150,000	75,342	2015	5310
1012	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG8A1105252	X3166B	Y	150,000	86,453	2015	5311S
1013	2010	CHEVY/CHAMPION	BUS	1GBG5U1938F414830	X1216B	Y	150,000	100,776	2017	5311S
1014	2010	CHEVY/CHAMPION	BUS	1GBG5U1928F414706	X1214B	Y	150,000	68,021	2017	5310S
1015	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AG6A1117836	X3166B	Y	150,000	50,769	2015	5311S
1016	2010	CHEVY/CHAMPION	CTAWY	1GB9G5AGXA1122599	X3166B	Y	150,000	55,355	2015	5311S
1101	2011	CHEVY/CHAMPION	SCTAWY	1GB3G2BG1B1149209	X8441B	Y	150,000	31,974	2016	5310
1102	2011	FORD/CHAMPION	CTAWY	1FDFE4FS8BDA86791	X8440B	Y	150,000	39,012	2016	5310
1201	2012	FORD C	VAN	1FDFE4FS8CDA78109	X1179C		150,000	2,415	2019	5310
1202	2012	FORD C	VAN	1FDFE4FS4CDA78110	X1177C		150,000	1,607	2019	5310
1203	2012	FORD C	VAN	1FDFE4FS6CDA78111	X1178C		150,000	1,618	2019	TDTF
33937	2011	FORD	VAN	1FBNE3BL2BDA33937	X78076		100,000	26,321	2015	BBT
33938	2011	FORD	VAN	1FBNE3BLXBDA33938	X78076		100,000	39,152	2015	BBT
45401	2011	FORD	VAN	1FBNE3BLXBDA45401	X7634B		100,000	48,737	2015	BBT
48153	2011	FORD	VAN	1FBNE3BLXBDA48153	X7633B		100,000	31,713	2015	BBT
49380	2009	FORD	VAN	1FBNE31LX9DA49380	X3318A		100,000	84,420	2013	TDTF
49381	2009	FORD	VAN	1FBNE31L19DA49381	X3319A		100,000	93,756	2013	TDTF
76578	2009	FORD	VAN	1FBNE31L19DA76578	X9059A		100,000	46,285	2013	TDTF
82068	2011	FORD	VAN	1FBNE3BL2BDA82068	X7637B		100,000	28,547	2015	5310
89551	2009	FORD	VAN	1FBNE31L29DA89551	X1630B		100,000	42,037	2013	5311S
89552	2009	FORD	VAN	1FBNE31L49DA89552	X1631B		100,000	60,000	2013	5311S

BIG BEND TRANSIT, INC.

RIDERSHIP REPORT - Madison County Coordinated Transportation System

	12-Jul	12-Aug	12-Sep	YTD 07/12-09/12
Reservation/Demand Response Service				
LOC NON-GOV - General Public	77	105	95	277
LOC NON-GOV - Insurance, Facility, etc.	0	0	0	0
LOC NON-GOV - Big Bend CARES	0	0	0	0
LOC NON-GOV - LogistiCare	2	2	4	8
LOC NON-GOV - ARC/M	0	0	0	0
LOC GOV - VA SERVICE	29	48	22	
CTD - TDTF/Non-Sponsored TD	0	0	0	0
ACHA/CTD - Medicaid NEM	444	508	438	1,390
APD - Developmental Disabilities	341	372	397	1,110
DOH - Office of Disability Determination	0	0	0	0
DOE - Division of Blind Services	0	0	0	0
DOE - Vocational Rehabilitation	0	0	0	0
AWI - WAGES Coalition Region VI	0	0	0	0
OTH FED - Department of Veteran's Affairs	0	0	0	0
TOTAL - Reservation/Demand Response Service	893	1,035	956	2,785
Scheduled Route Service				
FDOT - Madison "In-Town" Shuttle	236	238	168	642
TOTAL - Scheduled Route Service	236	238	168	642
Purchased Transportation Service				
ACHA/CTD - Medicaid NET Stretcher (Capital)	3	2	1	6
TOTAL - Purchased Transportation Service	3	2	1	6
TOTAL - Coordinated Transportation Service	896	1,037	957	2,791

ATTENDANCE RECORD

MADISON COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

POSITION	NAME	2/6/12	3/5/12	5/7/12	9/10/12
Chairperson	(Vacant)				
FDOT	Sandra Collins	P	A	A	A
Alternate Member	(Vacant)				
FDCF	Karen Page	A	P	P	P
Alternate Member	(Vacant)				
FAHCA-Medicaid	Faye Basiri	P		P	P
Alternate Member	(Vacant)		Cheryl Meeks		AndraLica McCorvey
FDOE	(Vacant)				
Alternate Member	(Vacant)				
Public Education	Gladney Cherry	P	P	P	P
Alternate Member	Ramona Guess	-	-	-	-
Citizen Advocate (CA)	Shanetha Mitchell	A	A	P	A
Alternate Member	Pamela Robinson	A	A	A	A
CA-User	Donna Hagan	P	P	P	P
Alternate Member	(Vacant)				
Elderly Rep.	(Vacant)				
Alternate Member	(Vacant)				
Veterans Rep.	Oliver Bradley	A	A	A	A
Alternate Member	(Vacant)				
Persons w/Disabilities	(Vacant)				
Alternate Rep.	(Vacant)				
CAA Rep.	Frances Terry	A	A	A	A
Alternate Member	Myrtle Webb	P	P	P	P
FDEA	Rosa Richardson	A	A	A	P
Alternate Member	Janet Sparkman	A	A	A	A
Children at Risk	Linda Jones	A	A	A	P
Alternate Member	(Vacant)				
Private Transit Rep.	(Vacant)				
Alternate Member	(Vacant)				
North Florida Workforce Dev. Board	Sheryl Rehberg	P	P	A	A
Alternate Member	Cindy Heffernan			P	A
Medical Community	David Abercrombie	A	A	A	A
Alternate Member	(Vacant)				

LEGEND KEY: P-Present A-Absent - Not Applicable (newly appointed member)

ATTENDANCE POLICY: According to Article III, Section 5 of the Coordinating Board bylaws: "The North Central Florida Regional Planning Council shall review and consider rescinding the appointment of any voting member of the Board who fails to attend three consecutive meetings."

