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November 5, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Meeting Announcement

The Levy County Transportation Disadvantaged Coordinating Board will meet **Thursday, November 19, 2015 at 10:00 a.m.** in the Board of County Commissioners' Meeting Room located at 355 S. Court Street in Bronson, Florida. This is an important meeting of the Board. All Board members are encouraged to attend this meeting.

The Annual Evaluation Committee will meet at 9:30 a.m. prior to the full Board meeting to review Levy County Transit's draft annual performance evaluation. The following Board members have been appointed to the Annual Evaluation Committee:

- Sandra Collins, Florida Department of Transportation Representative
- Pamela Hagley, Florida Agency for Health Care Administration Representative
- Lindon Lindsey, Persons with Disabilities Representative
- Robert E. Lowyns, Veterans Representative
- Vickie Menasco, Florida Department of Children and Families Representative

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

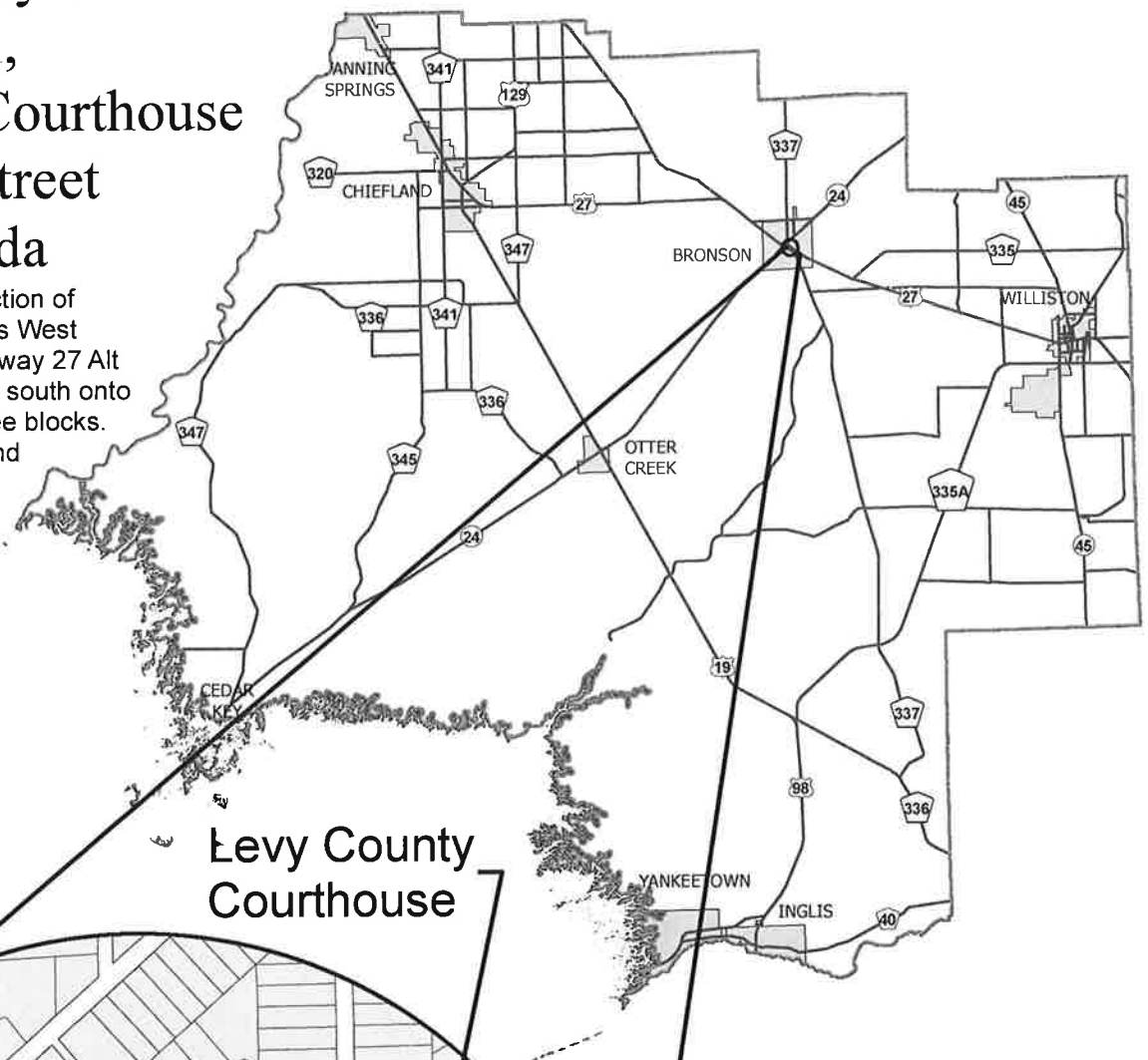
Attachments

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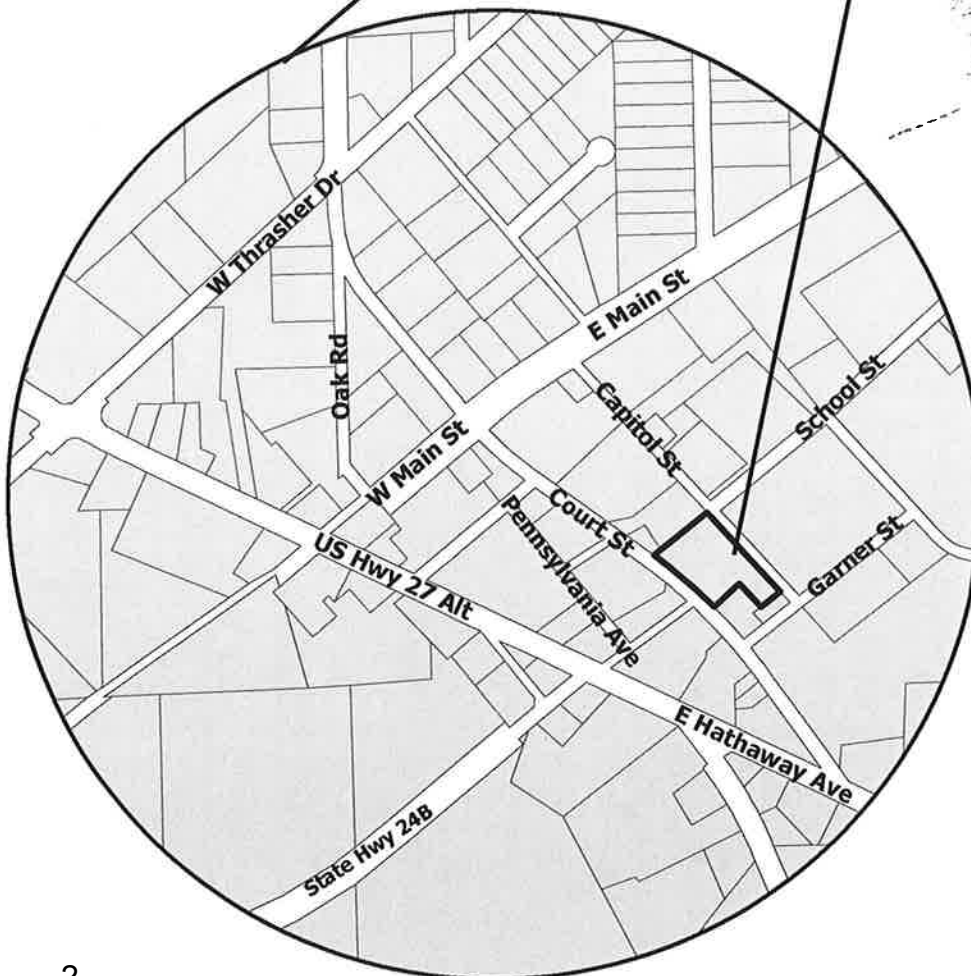
Dedicated to improving the quality of life of the Region's citizens,
by coordinating growth management, protecting regional resources,
promoting economic development and providing technical services to local governments.

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

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



Levy County
Courthouse



1 inch = 667 feet





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

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

**Thursday
November 19, 2015
10:00 a.m.**

I. BUSINESS MEETING – CALL TO ORDER

A. Pledge of Allegiance

B. Invocation

C. Roll Call

D. Public Comments

E. Approval of the Meeting Agenda

ACTION REQUIRED

**F. Approval of the August 20, 2015
Minutes**

Page 7

ACTION REQUIRED

II. NEW BUSINESS

A. Annual Performance Evaluation

Page 11

ACTION REQUIRED

The Board needs to review and approve Levy County Transit's annual performance evaluation

B. Annual Operations Report

Page 41

NO ACTION REQUIRED

The Board needs to review the 2014/15 Annual Operations Report

C. Elect Vice-Chair

Page 59

ACTION REQUIRED

The Board needs to re-elect Mr. Steve Tyson as the Board's Vice-Chair or elect a new Vice-Chair

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.

- D. Appoint Grievance Committee Member Page 61 ACTION REQUIRED**

The Chair needs to appoint a member to the Grievance Committee

- E. Rural Area Capital Assistance Program Page 63 NO ACTION REQUIRED
Grant Awards**

Enclosed is information concerning the Rural Area Capital Assistance Program Grant awards

- F. Operations Reports Page 69 NO ACTION REQUIRED**

III. OTHER BUSINESS

A. Comments

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

IV. FUTURE MEETING DATES

- A. January 21, 2016 at 10:00 a.m.**
- B. April 21, 2016 at 10:00 a.m.**
- C. August 18, 2016 at 10:00 a.m.**
- D. November 17, 2016 at 10:00 a.m.**

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

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

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

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

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

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

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

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

VOTING MEMBERS PRESENT

Commissioner John Meeks, Chair
Sandra Collins, Florida Department of Transportation Representative
Vickie Menasco, Florida Department of Children and Families Representative
Lindon Lindsey, Persons with Disabilities Representative
Renate M. Cannon, Citizen Advocate
Robert Lowyns, Veterans Representative
Dale French representing Kathleen Woodring, Regional Workforce Board Representative
Tammy Ippolito, Citizen Advocate - User
Brooke Ward representing Tonya Hiers, Children at Risk Representative

VOTING MEMBERS ABSENT

Steve Tyson, Public Education Representative
Melinda M. Jordan Florida Department of Education Representative
Kay Stephens, Florida Department of Elder Affairs Representative
Katrina Bowers, Florida Association for Community Action Representative

STAFF PRESENT

Lauren Yeatter, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

Chairman Meeks called the meeting to order at 10:02 a.m.

A. Pledge of Allegiance

Ms. Cannon led the Board in reciting the Pledge of Allegiance.

B. Invocation

Ms. Cannon gave the invocation.

C. Roll Call

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

D. Public Comments

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

E. Approval of the Meeting Agenda

ACTION: Sandra Collins moved to approve the meeting agenda. Renate Cannon seconded; motion passed unanimously.

F. Approval of the April 16, 2015 Meeting Minutes

ACTION: Ranate Cannon moved to approve the April 16, 2015 minutes. Vickie Menasco seconded; motion passed unanimously.

II. NEW BUSINESS

A. Levy County Transportation Disadvantaged Service Plan Update

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

The Board discussed the proposed Plan.

It was recommended that the appointment time cut-off should be consistent under the "1. Types, Hours and Days of Service, a. Hours and Days of Service" and the "2. Accessing Services, i. Transportation Disadvantaged Program Trip Priorities" sections in Chapter II. It was also recommended that the No-Show Policy should be revised to clarify that, "If a passenger is a 'no-show,' for their initial pickup, all of their rides that day will be cancelled."

ACTION: Sandra Collins moved to approve the Levy County Transportation Disadvantaged Service Plan update with noted changes. Dale French seconded; motion passed unanimously.

B. Bylaws

Ms. Yeatter stated that the Board needs to review and approve the Bylaws.

The Board reviewed the Bylaws.

ACTION: Renate Cannon moved to approve the Bylaws. Tammy Ippolito seconded; motion passed unanimously.

C. Grievance Procedures

Ms. Yeatter stated that the Board needs to review and approve the Grievance Procedures.

The Board reviewed the Grievance Procedures.

ACTION: Sandra Collins moved to approve the Grievance Procedures. Robert Lowyns seconded; motion passed unanimously.

D. Rural Area Capital Assistance Program Grant Application

Ms. Yeatter stated that Levy County Transit has applied for Rural Area Capital Assistance Program Grant funds. She said the Board must review Levy County Transit's grant application in order to receive these grant funds.

The Board reviewed the grant application.

E. Florida Commission for the Transportation Disadvantaged 2015 Awards

Ms. Yeatter stated that the Florida Commission for the Transportation Disadvantaged is seeking nominations for their 2015 awards. She said the award criteria are included in the meeting packet.

III. OTHER BUSINESS

A. Comments

1. Members

Chairman Meeks asked if any Board members wished to make any comments.

There were no member comments.

2. Citizens

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

There were no citizen comments.

IV. FUTURE MEETING DATES

Chairman Meeks stated that the next meeting of the Board is scheduled for Thursday, November 19, 2015 at 10:00 a.m.

ACTION: Tammy Ippolito moved to hold the next meeting on November 19, 2015 at 10:00 a.m. Sandra Collins seconded; motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 11:04 a.m.

Coordinating Board Chair

Date

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November 12, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Annual Performance Evaluation

RECOMMENDATION

Approve Levy County Transit's annual performance evaluation.

BACKGROUND

The Board is required to annually review Levy County Transit's draft annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

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

COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



Transportation Disadvantaged

Community Transportation Coordinator: Levy County Transit

County: Levy

Address: 970 E. Hathaway Ave, Suite A, Bronson, FL 32621

Contact: Connie Conley, Director Phone: 352.486.3485

Review period: July 1, 2014 - June 30, 2015

Community Transportation Coordinator Annual Performance Evaluation

Approved by the
Levy County
Transportation Disadvantaged Coordinating Board

2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org/mtpo
352.955.2000

John Meeks, Chair

with Assistance from



North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, FL 32653-1603
www.ncfrpc.org
352.955.2200

November 19, 2015

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Coordination	54

I. FINDINGS AND RECOMMENDATIONS

A. General Information

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

B. Chapter 427, Florida Statutes

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

C. Rule 41-2, Florida Administrative Code

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

D. On Site Observation

Areas of Noncompliance: None

Recommendations: None

Timeline for Compliance: None

GENERAL

1. What was the designation date of the Community Transportation Coordinator?
7/01/14
2. What is the complaint process?
See attached complaint process.
3. Does the community transportation coordinator have a complaint form?
☒ Yes (attached) ☐ No
4. Does the form have a section for resolution of the complaint?
☒ Yes ☐ No
5. Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?
☒ Yes ☐ No
6. When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?
If the Transportation Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.
7. When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?
☒ Yes ☐ No
8. Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?
☒ Yes (attached) ☐ No
9. Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?
☒ Yes ☐ No
10. Does the rider/ beneficiary information or brochure list the complaint procedure?
☒ Yes ☐ No
11. What is the eligibility process for Transportation Disadvantaged sponsored riders?
Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).
13. Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?
☐ Yes ☒ No
14. Are there any areas where coordination can be improved?
Transportation services purchased with local, state or federal funds should be purchased through Florida's Transportation Disadvantaged Program including the transportation purchased through Florida's Managed Medical Care Program.
15. What barriers are there to the coordinated system?
Transportation services purchased through Florida's Managed Medical Care Program are not coordinated.

16. Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?
No
17. What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated system?.
Florida Agency for Health Care Administration
18. How are you marketing the voluntary dollar?
Information about the voluntary dollar will be included in the Rider Guide update.

Customer Complaint/Compliment Form

Date of call: _____ Complaint or Compliment (circle one)

Callers Name: _____ Callers Phone Number: _____

Employee receiving call: _____ Date of service: _____

Complaint/Compliment Regarding: Service Driver Vehicle Staff

Description of incident/complaint/compliment:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

Information used to resolve complaint:

manifest	ride history	driver statement	other
----------	--------------	------------------	-------

Complaint is determined as: Valid Invalid

Submitted by: _____ Submitted to: _____

Steps taken to resolve complaint/incident: _____

All data used to resolve this complaint or incident should be attached to this form and filed.

Levy County Transit
970 E Hathaway Ave
Suite A
Bronson, Florida 32621



RIDERS GUIDE



OFFICE HOURS:
MONDAY - FRIDAY
6AM - 6PM

ALL SERVICES AVAILABLE TO THE
GENERAL PUBLIC
970 East Hathaway Avenue
Suite A
Bronson, Florida 32621

Reservations: (352) 486-3485
Fax: (352) 486-3312
Toll Free 1-800-733-5389
(Transportation Dept.)
1-800-955-8771 TDD

Quick Reference

Office hours Mon - Fri, 6am - 6pm

Phone: (352) 486-3485

Fax: (352) 486-3312

Toll Free: (800) 733-5389 TDD: (800) 955-8771 or Dial 711

When calling please know your appointment date/time, place (address), and approximately how long your appointment will last.

Please place reservations 3 days in advance (not including weekends/holidays).

Please provide 24 hour notice for canceled appointments.

Please have exact change for drivers.



COMMUNITY DISASTER EMERGENCY PROCEDURES

During a Community Disaster, Levy County Transit will make every attempt to transport clients as needed or scheduled. Dependent upon the nature of the disaster it may be necessary to establish pickup and drop off points due to weather, road decay, water and other situations that make it unsafe to travel on some roads. In the event of a disaster, through coordination with the local Emergency Operations Center and the BOCC, the agency's vehicles will be utilized to evacuate the general public and Special Needs Population of Levy County to Safe Shelters.

The Coordinated Transportation System (Levy County Transit) is comprised of the Levy Board of County Commissioners (BOCC), which is a policy oversight body; and the Community Transportation Coordinator. Levy County Transit, which oversees the day to day management of the system, documents reservations, bills/invoices, schedules trips and employs the drivers who operate the vehicles. In an effort to explain the services this RIDERS GUIDE is offered. Everyone associated with Levy County Transit is committed to providing quality services.

Levy County Transit is a NON-EMERGENCY, Door to Door and Limited Door through Door Service. Door to Door service provides riders with driver assistance to and from the front door of your pick up and drop off location and while entering or exiting the vehicle.

Levy County Transit PARATRANSIT SERVICE

- Service Animals may accompany their rider.
- Personal Care Attendant (PCA) is allowed to travel with rider to provide personal or medical needs.
- Please provide 24 HOUR NOTICE if you must cancel a reservation.
- This is a SHARED RIDE SERVICE. Vehicles may stop to let other riders on or off before you reach your destination. If you are requesting a ride for a specific appointment time please make sure to mention that time when requesting your reservation.
- When making your reservation please plan your trip 3 days in advance (not including weekends). We try to accommodate everyone, however, in the event that we are booked for the day you are requesting you may request to be placed on STANDBY; if we have a cancellation you will be transported.
- If you are planning on traveling three (3) or more times per week at the same time to the same location we can arrange a STANDING ORDER for you. If a trip needs canceled the rider must give 24 hours notice. Standing orders are a privilege and will be cancelled if abused or if waivers go unpaid for more than 30 days.

- The ORIGINATION PICK UP WINDOW is the window of time to expect a driver from Levy County Transit to pick you up from your residence (or original point of transfer) and transport you to your destination. We have a two (2) hour window, which means you may be picked up 2 hours prior to your appointment. In extreme cases this window may be 3 hours (Ingles, Cedar Key and outlying towns).
- The RETURN PICK UP WINDOW is the window of time to expect a driver to arrive for the return trip. This window includes 15 minutes before the scheduled time and up to 30 minutes after the scheduled time. Please remember we are picking up additional riders.
- The DROP OFF WINDOW is the time the driver may arrive at your scheduled destination. The driver has a 15 minute window from your scheduled drop off time. Remember we are also dropping off other riders.
- A NO SHOW occurs when the driver arrives within the pickup window and the rider is not prepared to travel, is not available or their trip was not cancelled in the required manner. If you NO SHOW or CANCEL at the door for the first part of your trip, then all rides that day will be canceled.

We make all efforts to contact the rider. Late cancels are the same as a no-show.

- NO SHOW RETURN occurs when a rider is absent for their return trip. The rider must call when they have completed their appointment and a no-show return trip will be scheduled on a STAND BY status. All attempts will be made to have a return trip in 3 hours if possible. If a no-show rider can provide acceptable and verifiable evidence to Levy County Transit that a no-show was due to unforeseen and unavoidable circumstances, the missed trip will not be counted as a no-show unless such evidence does not discount the rider.

WHO IS ELIGIBLE / HOW

MEDICAID - State and Federal funding source for medical transportation. Must complete an application.

NON-SPONSORED - (Transportation Disadvantaged Non-sponsored Funding). Transit alternative for those individuals who may qualify for transportation but do not qualify under any other funding source. Must complete an application to determine qualification.

OTHER FUNDING SOURCES - please call for other funding availability. Passenger fares will vary depending on

the trip sponsorship. Fares will be collected at the time of boarding (Please have exact change, fare tickets will be provided in place of change.) You may also purchase fare tickets at the main office in Bronson or from the driver.

CODE OF CONDUCT

Riders and Drivers are required to follow these rules of conduct to ensure everyone's safety.

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

APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES

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

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

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

Name: _____
Last First Middle

Physical Address: _____ Apt. # _____

Mailing Address If Different: _____

City: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ TDD: _____
(If applicable)

Social Security #: _____ Date of Birth: _____ Gender: ☐ Male ☐ Female

Emergency contact: Name: _____ Phone: _____

Directions to home: _____

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

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

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

Levy County Transit

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

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

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

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

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

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

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

Facility name and address _____

Physician Name: _____

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

Can you travel without assistance? ☐ Yes ☐ No

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

Can you recognize destinations or landmarks? ☐ Yes ☐ No

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

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

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

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

Number of persons in household: _____ **Total household income:** _____

List all persons in household start with applicant:

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

If more space is needed put on back of this page

pg. 2

A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

Levy County Transit

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

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

Signature: _____ **Date** _____

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

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

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

Name Phone number Relationship to applicant

Signature

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

Name Day Phone: (____) _____

Evening Phone: (____) _____

Address

Relationship to applicant: _____ How long: _____

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

Signature: _____ Date: _____

(Parent or Legal Guardian of Applicant)

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

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

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

All services are open to the general public.

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

For Office use only

Approved _____ Denied _____ Reason for denial: _____ Date _____

Supervisors Initials _____ Trip Limitations: _____ Date Applicant notified: _____ # Children _____

Space type: _____ Escort: _____ PCA: _____ Other _____

pg. 3

A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. Are the Community Transportation Coordinator subcontracts uniform?
☐ Yes ☐ No ☒ Not applicable
2. Is the Florida Commission for the Transportation Disadvantaged standard contract utilized?
☐ Yes ☐ No ☒ Not applicable
3. Do the contracts include performance standards for the transportation operators and coordination contractors?
☐ Yes ☐ No ☒ Not applicable
4. Do the contracts include the proper language concerning payment to subcontractors?
☐ Yes ☐ No ☒ Not applicable
5. Were the following items submitted on time?

Annual Operating Report

☒ Yes ☐ No

Memorandum of Agreement

☒ Yes ☐ No

Transportation Disadvantaged Service Plan

☒ Yes ☐ No

Transportation Disadvantaged Trust Fund Grant Application

☒ Yes ☐ No

Other grant applications

☒ Yes ☐ No
6. Does the Community Transportation Coordinator monitor its subcontractors and how often is monitoring conducted?
☐ Yes ☐ No ☒ Not applicable
7. Is a written report issued to the operator?
☐ Yes ☐ No ☒ Not applicable
8. What type of monitoring does the Community Transportation Coordinator perform on its coordination contractors and how often is it conducted?
Not applicable

COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE

1. How is the Community Transportation Coordinator using school buses in the coordinated system?
Levy County Transit does not have a contract with the Levy County School Board to use their vehicles.
2. How is the Community Transportation Coordinator using public transportation services in the coordinated system?
Not applicable
3. Is there a goal for transferring passengers from paratransit to transit?
☐ Yes ☐ No ☒ Not applicable
4. What are the minimum liability insurance requirements? \$100,00/\$200,000
5. What are the minimum liability insurance requirements in the operator and coordination contracts?
Not applicable
6. Does the minimum liability insurance requirements exceed \$1 million per incident?
☐ Yes ☒ No

Standards	Comments
Local toll free phone number must be posted in all vehicles.	Levy County Transit posts local toll free phone number in all vehicles.
Vehicle Cleanliness	The interiors of vehicles shall be cleaned as needed as transportation services are being provided and after each day's service to ensure they remain free of dirt, grime, oil or trash and free of damage such as torn upholstery or hazards such as broken seats that might cause discomfort or injury to a passenger. Also, the exteriors of vehicles shall be cleaned after each day's service.
Passenger/Trip Database	Levy County Transit maintains a passenger database.
Adequate seating	Levy County Transit provides adequate seating for all passengers.
Driver Identification	Levy County Transit requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.
Passenger Assistance	Levy County Transit 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 unless medically necessary.
Two-way Communications	All vehicles are equipped with two-way communications.
Air Conditioning/Heating	All vehicles have working air conditioners and heaters.
Billing Requirements	Levy County Transit complies with Section 287.0585, Florida Statutes.

Transport of Escorts and dependent children policy	Passengers, who because of age or disability require an escort to ensure their well being, or the well being of others, shall be permitted to travel free of charge as space permits. Dependent children, defined here as children under eighteen (18) years of age, and dependent on their parents/guardian, shall be charged the regular fare for their trips and shall be accompanied by an escort and the escort shall be permitted to travel free of charge as space permits
Use, Responsibility, and cost of child restraint devices	Levy County Transit complies with all state laws concerning the use of child restraint devices, particularly Section 316.613, F.S., Child Restraint Requirements, covering children five (5) years of age or younger. An appropriate child restraint device shall be provided by a child's caretaker and shall be responsible for securing the device in transit vehicle. The appropriate child restraint device can include a convertible seat in vehicles equipped with such seats.
Out-of-Service Area trips	Out-of-service-area trips include all trips outside of Levy County, Gainesville and Ocala, and are limited to the Community Transportation Coordinator's general service area with medical trips having priority. Out-of-service-area trips are available subject to trip priorities, advance notification requirements/prior scheduling and any purchasing agency restrictions.
CPR/1st Aid	All Levy County Transit employees are required to qualify in First Aid within six months of employment and remain qualified in First Aid thereafter. All Levy County Transit employees are required to qualify in CPR within six months of employment and remain qualified in CPR thereafter.
Driver Criminal Background Screening	All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement. All drivers must also have a driving records check.
Passenger Property	Passenger property is the sole responsibility of the passenger with the driver assisting and no thresholds will be crossed. The amount of passenger property allowed is subject to the following conditions due to limited space: (a) no more than two (2) plastic grocery bags or two (2) paper grocery bags per passenger, and (b) no more than one (1) laundry bag per passenger (plastic bag or enclosed in plastic bag).
Advance reservation requirements	Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).
Pick-up Window	Passengers must be ready to be picked-up two (2) hours prior to their scheduled pick up time.

Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
Accidents	No more than 1/100,000 miles	Yes
Roadcalls	No more than 5 roadcalls during the evaluation period.	No
Complaints	No more than 1/1,000 trips.	Yes

**PERFORMANCE TRENDS - LEVY COUNTY TRANSIT
LEVY COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/12 - 6/30/2013	Fiscal Year 7/1/13 - 6/30/14	Fiscal Year 7/1/14 - 6/30/15	Percent Change 2013/14 - 2014/15
TOTAL SERVICE	Total Passenger Trips	61,425	57,480	46,318	-24%
	Total Revenue Vehicle Miles	706,612	700,143	610,042	-15%
	Total Vehicle Miles	842,193	834,915	731,044	-14%
	Total Driver Hours	36,400	32,213	25,007	-29%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.09	0.08	0.08	-8%
	Passenger Trips/Vehicle Mile	0.07	0.07	0.06	-9%
	Average Miles/Trip	14	15	16	8%
	Passenger Trips/Driver Hour	1.7	1.8	1.9	4%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	\$1,806,260	\$1,643,938	\$1,802,136	9%
	Total Expenses	\$1,620,909	\$1,634,238	\$1,544,139	-6%
	Cost/Passenger Trip	\$26.39	\$28.43	\$33.34	15%
	Cost/Vehicle Mile	\$1.92	\$1.96	\$2.11	7%
	Cost/Revenue Vehicle Mile	\$2.29	\$2.33	\$2.53	8%
	Cost/Vehicle	\$67,538	\$68,093	\$64,339	-6%
	Cost/Driver Hour	\$44.53	\$50.73	\$61.75	18%
VEHICLE UTILIZATION	Total Vehicles	24	24	24	0%
	Passenger Trips/Vehicles	2,559	2,395	1,930	-24%
	Vehicle Miles/Vehicle	35,091	34,788	30,460	-14%
	Revenue Vehicle Miles/Vehicle	29,442	29,173	25,418	-15%
SAFETY	Total Number of Accidents	0	2	2	0%
	Accidents/100,000 Miles	0.00	0.24	0.27	12%
SERVICE AVAILABILITY	Average Vehicle Miles Between Roadcalls	210,548	55,661	36,552	-52%
	Roadcalls	4	15	20	25%
	Passenger No-Shows	1142	1501	1084	-38%
	Number of Trip Denials	212	56	50	-12%

Source: Annual Operations Reports



October 20, 2015

Mrs. Connie Conley
Designated Employer Representative
Levy County Transit dba Nature Coast Transit
Bronson, FL

Dear Mrs. Conley,

An electronic desk review of your agencies Substance Abuse Management Review program was conducted on March 13, 2015 as part of an annual certification process related to the Drug and Alcohol Management Information Systems reporting for our state transit agencies.

The compliance monitoring included a thorough examination of the substance abuse policy, urine drug testing and breath alcohol testing records for all test types as well as training documentation and record maintenance and retention procedures for the period of January 1 2014 through March 1, 2015. The review revealed that Levy County Transit dba Nature Coast Transit is meeting or exceeding all regulatory requirements in the following areas monitored:

Please continue to utilize the training and technical assistance resources made available to all transit agencies through the FDOT Substance Abuse Management Oversight and Technical Assistance program.

Sincerely,
Diana

Diana Byrnes, C-SAPA
Substance Abuse Monitoring Specialist
Center for Urban Transportation Research
University of South Florida
4202 E. Fowler Ave CUT 100
Tampa, FL 33620



Bus Transit System Annual Safety and Security Certification

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

Certification Date (Current): 2015

Certification Year: (Previous): 2014

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

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

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

Blue Ink Signature: Connie Conley Date: 01-12-2015
(Individual Responsible for Assurance of Compliance)

Name: Connie Conley Title: Director

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

Name: Levy County Road Department

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

Name of Qualified Mechanic who Performed Annual Inspections: Bruce Haney

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

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

THIS CERTIFIES CALENDAR YEAR 2015

DATE: January 17, 2015

SUBCONTRACTED TRANSPORTATION PROVIDER: Levy County Board of County Comm.

ADDRESS: 970 E Hathaway Ave., Bronson, FL 32621

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: _____

Name: _____

(Type or Print)


Title: _____

ON-SITE OBSERVATION OF THE SYSTEM

1. Date of Observation:
11/10/15
2. Please list any special guests that were present:
None
3. Location:
Levy County Transit to VA Medical Center in Gainesville, Florida to Meridian Behavioral Center in Gainesville Florida.
4. Number of Passengers picked up/dropped off
3

Ambulatory:
3

Non-Ambulatory
0
5. Was the driver on time?
☒ Yes
☐ No If no, how many minutes late/early?
6. Did the driver provide any passenger assistance?
☒ Yes
☐ No
7. Was the driver wearing any identification?
☒ Yes
☐ No
8. Did the driver render an appropriate greeting?
☒ Yes
☐ No
9. Did the driver ensure the passengers were properly belted?
☒ Yes
☐ No
10. Was the vehicle neat and clean, and free from dirt, torn upholstery, damaged or broken seats, protruding metal or other objects?
☒ Yes
☐ No
11. Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Helpline for comments/complaints/commendations?
☒ Yes
☐ No
12. Does the vehicle have working heat and air conditioning?
☒ Yes
☐ No

13. Does the vehicle have two-way communications in good working order?
☒ Yes
☐ No
14. If used, was the lift in good working order?
☐ Yes
☐ No
☒ Not Applicable
15. Was there safe and appropriate seating for all passengers?
☒ Yes
☐ No
16. Did the driver properly use the lift and secure the passenger?
☐ Yes
☐ No
☒ Not Applicable
- 

PASSENGER SURVEY

How often do your ride?

Daily 7 days/week	1-2 Times/Week	3-5 Times/Week	Other
	2	1	2

Have you been denied transportation services?

Yes

No

What is your trip purpose?

Medical	Education/Training	Employment	Other
5			

Do you have concerns with your service?

Yes 0

No 5

What types of concerns do you have?

Late Trips	Driver Behavior	Availability	Vehicle Condition	Customer Service	Cost

LEVEL OF COST

FLCTD Annual Operations Report Section VII: Expense Sources

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$540,120.00	\$0.00	\$540,120.00
Fringe Benefits (502):	\$288,281.00	\$0.00	\$288,281.00
Services (503):	\$50,629.00	\$0.00	\$50,629.00
Materials and Supplies Cons. (504):	\$359,990.00	\$0.00	\$359,990.00
Utilities (505):	\$34,480.00	\$0.00	\$34,480.00
Casualty and Liability (506):	\$35,000.00	\$0.00	\$35,000.00
Taxes (507):	\$0.00	\$0.00	\$0.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$38,942.00	\$0.00	\$38,942.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$196,697.00	\$0.00	\$196,697.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$1,544,139.00	\$0.00	\$1,544,139.00

LEVEL OF COMPETITION

1. Inventory of Transportation Operators in the Service Area

	Transportation Providers Available	Transportation Providers Contracted in the System.
Private Non-Profit	0	0
Private For-Profit	0	0
Government	0	0
Public Transit Agency	1	1
Total	1	1

2. How many of the operators are coordination contractors? 0

3. Does the Community Transportation Coordinator have a competitive procurement process?

☐ Yes

☐ No

☒ Not Applicable

4. What methods have been used in selection of the transportation operators? Not applicable.

	Low bid
	Requests for qualifications
	Negotiation only

	Requests for proposals
	Requests for interested parties

LEVEL OF COORDINATION

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

Levy County Transit distributes brochures in the community.

2. Eligibility – How is passenger eligibility coordinated for local transportation services?

Levy County Transit determines passenger eligibility except for passengers using Florida's Managed Medical Care Program.

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

Individuals call Levy County Transit to schedule all trips except trips provided through Florida's Managed Medical Care Program.

4. Reservations –How is the duplication of a reservation prevented?

Levy County Transit handles all trip reservations except trip reservations for Florida's Managed Medical Care Program.

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

Levy County Transit handles all trip allocations.

6. Scheduling – How is the trip assignment to vehicles coordinated?

Levy County Transit schedules all trips except for trips provided in Florida's Managed Medical Care Program.

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

Not applicable.



Serving

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2009 NW 67th Place, Gainesville, FL 32653-1803 • 352.955.2200

November 12, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: 2014-2015 Annual Operations Report

RECOMMENDATION**Review the 2014/2015 Annual Operations Report for Levy County.****BACKGROUND**

Levy County Transit is required to submit an annual operations reports for Levy County to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is the Fiscal Year 2014-2015 Annual Operations Report. If you have any questions concerning the attached report, please contact me at extension 110.

Attachments

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FLCTD

Annual Operations Report

Section I: Face Sheet

County: Levy	Fiscal Year: July 1, 2014 - June 30, 2015
Status: Submitted to FLCTD	
Report Date:	08/11/2015
Period Covered:	July 1, 2014 - June 30, 2015
Coordinator's Name:	Levy Board of County Commissioners
Address:	970 East Hathaway Avenue
	Post Office Box 310
City:	Bronson
Zip Code:	32621
Service Area:	Levy
Contact Person:	Connie Conley
Title:	Director
Phone:	(352) 486 - 3485
Fax:	(352) 486 - 3312
Email:	conley-connie@levycounty.org
Network Type:	Sole Source
Organization Type:	County
CTC Certification:	
<p>I, Connie Conley, 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>	
CTC Representative (signature)	

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: **Levy**

Fiscal Year: **July 1, 2014 - June 30, 2015**

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: 0

Number of Private For-Profits: 0

Public Entities:

School Board: 0

Municipality: 0

County: 1

Transit Authority: 0

Other: 0

Total: 1

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

0

FLCTD

Annual Operations Report

Section III: Passenger Trip Info

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
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	0	0	0
Paratransit			
Ambulatory	33202	10342	43544
Non-Ambulatory	1596	1173	2769
Stretcher	5	0	5
Other Services			
School Board Trips	0	0	0
Total Trips	34803	11515	46318
1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?			0
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			1359
Agency for Persons with Disabilities			8919
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			11642
Department of Children and Families			0
Department of Community Affairs			0
Department of Education			0
Department of Elder Affairs			697
Department of Health			0

Department of Juvenile Justice	0
Florida Department of Transportation	1
Local Government	10161
Local Non-Government	13539
Other Federal Programs	0
Total:	46318
3. One-Way Trips by Passenger Type	
Was this information obtained by sampling?	yes
Elderly	
Low Income:	4575
Disabled:	0
Low Income and Disabled:	1405
Other:	0
Children	
Low Income:	34
Disabled:	0
Low Income and Disabled:	0
Other:	0
Other	
Low Income:	15729
Disabled:	2117
Low Income and Disabled:	8919
Other:	13539
Total:	46318
4. One-Way Passenger Trips - by Purpose	
Was this information obtained by sampling?	no
Medical Purpose	7608
Employment Purpose	2863
Education/Training/Daycare Purpose	27412
Nutritional Purpose	817
Life-Sustaining/Other Purpose	7618
Total:	46318
5. Unduplicated Passenger Head Count	
5a. Paratransit/Deviated Fixed Route/ School Brd	463

5b. Fixed Route	0
Total:	463
6. Number of Unmet Trip Requests	50
Unmet Trip Requests by Type of Trip	
Unmet Medical	50
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	1084
Passenger No-Shows by Funding Source (optional)	
CTD:	384
AHCA:	81
AWI:	0
DCF:	0
APD:	15
DOE:	0
DOEA:	21
Other:	583
8. Complaints	
Complaints by Service	0
Complaints by Policy	0
Complaints by Vehicle	3
Complaints by Other	0
Complaint Total:	3
9. Commendations	
Commendations by CTC	26

Commendations by Transportation Providers	0
Commendations by Coordination Contractors	0
Total Commendations:	26

FLCTD

Annual Operations Report

Section IV: Vehicle Info

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
1. Mileage Information			
	Vehicle Miles		Revenue Miles
CTC:	731044		610042
Transportation Providers:	0		0
Coordination Contractors:	0		0
School Bus Utilization Agreement:	0		0
Total:	731044		610042
2. Roadcalls			
	20		
3. Accidents			
	Chargeable		Non-Chargeable
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		2
Total Accidents Person & Vehicle:	0		0
Total Accidents:	0		2
Grand Total:	2		
4. Total Number of Vehicles			
	24		
		Count	Percentage
a. Total vehicles that are wheelchair accessible:		22	91.00%
b. Total vehicles that are stretcher equipped:		3	12.00%

FLCTD

Annual Operations Report

Section V: Employee Info

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			Hours
Full-Time Drivers	12		25007
Part-Time Drivers	0		0
Volunteer Drivers	0		0
Total Hours:			25007
Maintenance Employees	1		
Dispatchers	1		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	0		
Other Operations Employees	1		
			Hours
Other Volunteers	0		12715
Administrative Support	1		
Management Employees	1		
Total	18		
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: 25007

FLCTD

Annual Operations Report

Section VI: Revenue Sources

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
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	\$0.00	\$0.00	\$0.00
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$44,370.00	\$0.00	\$44,370.00
Agency for Persons with Disabilities			
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00
Developmental Services	\$102,466.00	\$0.00	\$102,466.00
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	\$364,488.00	\$0.00	\$364,488.00

Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00
Rural Capital Equip.	\$63,596.00	\$0.00	\$63,596.00
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	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify)	\$0.00	\$0.00	\$0.00
Department of Elder Affairs			
Older Americans Act	\$9,927.00	\$0.00	\$9,927.00
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.	\$0.00	\$0.00	\$0.00

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)	\$88,220.00	\$0.00	\$88,220.00
49 USC 5311 (Section 18)	\$197,922.00	\$0.00	\$197,922.00
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	\$0.00	\$0.00	\$0.00
Other DOT (Specify) 5316 & 5317	\$122,968.00	\$0.00	\$122,968.00
Local Government			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$0.00	\$0.00	\$0.00
County Cash	\$59,006.00	\$0.00	\$59,006.00
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) Advertising on buses and balances & reserves	\$718,138.00	\$0.00	\$718,138.00
Other In-Kind (specify)	\$0.00	\$0.00	\$0.00

Local Non-Government			
Farebox	\$31,035.00	\$0.00	\$31,035.00
Donations, Contributions	\$0.00	\$0.00	\$0.00
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$0.00	\$0.00	\$0.00
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:	\$1,802,136.00	\$0.00	\$1,802,136.00

FLCTD

Annual Operations Report

Section VII: Expense Sources

County: Levy		Fiscal Year: July 1, 2014 - June 30, 2015	
Status: Submitted to FLCTD			
Section VII: Financial Data			
2. Expense Sources			
Expense Item	Community Transportation Coordinator	Coordination Contractor	TOTAL EXPENSES
Labor (501):	\$540,120.00	\$0.00	\$540,120.00
Fringe Benefits (502):	\$288,281.00	\$0.00	\$288,281.00
Services (503):	\$50,629.00	\$0.00	\$50,629.00
Materials and Supplies Cons. (504):	\$359,990.00	\$0.00	\$359,990.00
Utilities (505):	\$34,480.00	\$0.00	\$34,480.00
Casualty and Liability (506):	\$35,000.00	\$0.00	\$35,000.00
Taxes (507):	\$0.00	\$0.00	\$0.00
Purchased Transportation Services (508)			
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00
School Bus Expenses:	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00
Miscellaneous (509):	\$38,942.00	\$0.00	\$38,942.00
Interest (511):	\$0.00	\$0.00	\$0.00
Leases and Rentals (512):	\$0.00	\$0.00	\$0.00
Annual Depreciation (513):	\$196,697.00	\$0.00	\$196,697.00
Contributed Services (530):	\$0.00	\$0.00	\$0.00
Allocated Indirect Expenses:	\$0.00	\$0.00	\$0.00
GRAND TOTAL:	\$1,544,139.00	\$0.00	\$1,544,139.00

**PERFORMANCE TRENDS - LEVY COUNTY TRANSIT
LEVY COUNTY**

PERFORMANCE STANDARD	MEASURE	Fiscal Year 7/1/12 - 6/30/2013	Fiscal Year 7/1/13 - 6/30/14	Fiscal Year 7/1/14 - 6/30/15	Percent Change 2013/14 - 2014/15
TOTAL SERVICE	Total Passenger Trips	61,425	57,480	46,318	-24%
	Total Revenue Vehicle Miles	706,612	700,143	610,042	-15%
	Total Vehicle Miles	842,193	834,915	731,044	-14%
	Total Driver Hours	36,400	32,213	25,007	-29%
SERVICE EFFECTIVENESS	Passenger Trips/Revenue Vehicle Mile	0.09	0.08	0.08	-8%
	Passenger Trips/Vehicle Mile	0.07	0.07	0.06	-9%
	Average Miles/Trip	14	15	16	8%
	Passenger Trips/Driver Hour	1.7	1.8	1.9	4%
COST EFFECTIVENESS & EFFICIENCY	Total Revenue	\$1,806,260	\$1,643,938	\$1,802,136	9%
	Total Expenses	\$1,620,909	\$1,634,238	\$1,544,139	-6%
	Cost/Passenger Trip	\$26.39	\$28.43	\$33.34	15%
	Cost/Vehicle Mile	\$1.92	\$1.96	\$2.11	7%
	Cost/Revenue Vehicle Mile	\$2.29	\$2.33	\$2.53	8%
	Cost/Vehicle	\$67,538	\$68,093	\$64,339	-6%
	Cost/Driver Hour	\$44.53	\$50.73	\$61.75	18%
VEHICLE UTILIZATION	Total Vehicles	24	24	24	0%
	Passenger Trips/Vehicles	2,559	2,395	1,930	-24%
	Vehicle Miles/Vehicle	35,091	34,788	30,460	-14%
	Revenue Vehicle Miles/Vehicle	29,442	29,173	25,418	-15%
SAFETY	Total Number of Accidents	0	2	2	0%
	Accidents/100,000 Miles	0.00	0.24	0.27	12%
SERVICE AVAILABILITY	Average Vehicle Miles Between Roadcalls	210,548	55,661	36,552	-52%
	Roadcalls	4	15	20	25%
	Passenger No-Shows	1142	1501	1084	-38%
	Number of Trip Denials	212	56	50	-12%

Source: Annual Operations Reports



November 12, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Elect Vice-Chair

RECOMMENDATION

Re-elect Mr. Steve Tyson as the Board's Vice-Chair or elect a new Vice-Chair.

BACKGROUND

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

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

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November 12, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Appoint Grievance Committee Member

RECOMMENDATION

The Chair needs to appoint a Board member to the Grievance Committee.

BACKGROUND

The following four Board members have been appointed to the Grievance Committee:

1. Sandra Collins, Florida Department of Transportation Representative
2. Pamela Hagley, Florida Agency for Health Care Administration Representative
3. Lindon Lindsey, Persons with Disabilities Representative
4. Robert E. Lowyns, Veterans Representative

Chapter I.E. of the Board's Grievance Procedures requires the Chair appoint five (5) voting members to a Grievance Committee. The Chair needs to appoint one additional member to the Grievance Committee.

Please do not hesitate to contact me if you have any questions concerning this matter.

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November 12, 2015

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

RECOMMENDATION

For information only. No action required.

BACKGROUND

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

Attached are the grant awards approved by the Florida Commission for the Transportation Disadvantaged. If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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State of Florida
Commission for the Transportation Disadvantaged
Commission Business Meeting

MEETING DATE: September 8, 2015

AGENDA ITEM:

VI. 2015 Shirley Conroy Rural Area Capital Assistance Program Grant Award Recommendations

BACKGROUND INFORMATION:

The Department of Transportation authorizes a transfer of \$1.4 million to the Transportation Disadvantaged Trust Fund in its 5-year work program. The purpose of the allocation is to assist rural areas with the purchase of capital equipment.

Grant Application packages were emailed to eligible applicants on July 17, 2015, with a deadline of August 14, 2015. The Shirley Conroy Rural Area Capital Assistance Program Grant Subcommittee met on August 28, 2015. In attendance were Commissioner Mike Willingham (via conference call); Agency Advisors Diane Harris, Erin Schepers, and Bob Westbrook; Sheri Powers and Bill Hearndon from Commission staff. Twenty-two applications were submitted totaling \$2,287,466.59. The committee reviewed all capital equipment requests and the award recommendations are attached.

With decreased projected revenues for FY2015-16, FDOT Secretary Boxold permitted the Commission to move funding, if necessary, from the capital grant program to the Trip and Equipment Grant fund to keep that grant whole and not affect statewide Trip and Equipment Grant allocations. Because of the potential one time funding shift, contingency projects have also been identified to implement pending funding availability later in the fiscal year.

ATTACHMENTS:

2015 Shirley Conroy Rural Area Capital Equipment Support Grant Recommendations

EXECUTIVE DIRECTOR RECOMMENDATION/MOTION:

Recommend that the Commission approve the Shirley Conroy Rural Area Capital Assistance Program Grant Sub-Committee Report.



Steve Holmes

Executive Director

Date: September 8, 2015

ACTION TAKEN AT MEETING:

2015-16 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County	Applicant Name	Agency Type / System Type	Capital Equipment Requested (Prioritized as listed)	Staff Notes	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Funding	Contingency Funding	Not Funding	Committee Recommended Projects to Fund
Alachua	MV Contract Transportation, Inc.	For-Profit Urban	Two 12 ambulatory 2 wheelchair cutaways 14,500 GVWR V10 Gas 23 foot (\$72,000 each)	Replacing two 2003 buses with 247,938 miles and 248,272 miles.	\$144,000.00	\$129,600.00			\$129,600.00	
Baker	Baker County Council on Aging, Inc.	Non-Profit Rural	1) Set of four Wireless Portable Lifts (\$4,000 lb) \$26,138 2) 18,000 lb capacity short jack stand \$2,774 3) WPLS Light Kit (2) LED Flood lights \$714 4) 40,000 lb capacity tall jack stand \$1,514	(Requesting waiver of match due to REDI.)	\$31,140.00	\$31,140.00		\$31,140.00		Contingency fund all requested projects.
Bay	Bay County Board of County Commissioners	Govt Urban	1) In-Car video camera system and wireless downloading infrastructure \$21,095 2) Office furniture \$27,622 3) Audio/video equipment and installation \$13,057 4) Video security system for transit facility \$13,674 5) Dispatch console with software \$10,856	Safety, training, and facility equipment.	\$86,304.00	\$77,673.60			\$77,673.60	
Calhoun	Calhoun County Senior Citizens Association, Inc.	Non-Profit Rural	One 2 wheelchair paratransit vehicle with AM/FM stereo, front and rear heat/air, hawkkeye, altro flooring, and any other options as needed. 22 foot or longer gasoline bus with Braun lift, 8 ambulatory seats and 2 wheelchair positions.	Replacing a 2009 cutaway with over 147,000 miles.	\$70,199.00	\$63,179.10		\$63,179.10		Contingency fund all requested projects.
Clay	Clay County Council on Aging	Non-Profit Rural	1) Three Ford Flex Crossovers or Toyota minivans with radio, Mobile Data Terminal, and related equipment (\$35,579 each) 2) Three computers with dual monitors (\$1,500 each). (Computer quote and pricing is for two computers.)	Expanding capacity with fuel efficient vehicles with lower capacities. No mention of use of computers/monitors.	\$109,890.00	\$98,901.00	\$64,042.20		\$34,858.80	Fund two vehicles.
Collier	Collier County Board of County Commissioners	Govt Urban	One Gaval cutaway vehicle with 5 wheelchair positions, equipped with wheelchair lift, vehicle has capacity for 12 passengers seating (including cameras, ITS system, etc.) and one two-way radio.	Replacing an unspecified vehicle within their current fleet. Did not include order form in grant application.	\$108,728.00	\$97,855.20			\$97,855.20	
Columbia, Hamilton, Suwannee	Suwannee Valley Transit Authority	Govt Rural	1) One 2014 23 foot Ford gasoline cutaway with wheelchair lift (\$79,394) 2) One computer server with software (\$11,473.63) 3) One 2015 Dodge Caravan (\$22,662)	Replacement of aging fleet and computer server. REQUESTING WAIVER OF MATCH DUE TO REDI.	\$113,529.63	\$113,529.63	\$22,662.00	\$79,394.00	\$11,473.63	Fund Dodge Caravan. contingency fund cutaway vehicle.
Dixie, Gilchrist	Suwannee River Economic Council, Inc.	Non-Profit Rural	One small cutaway van (gas).	Replacing a 2009 cutaway with 185,685 miles. (Requesting waiver of match due to REDI.)	\$65,000.00	\$65,000.00	\$65,000.00			Fund the project as requested.
Gadsden, Jefferson	Big Bend Transit, Inc.	Non-Profit Rural	Two 23 foot cutaway buses (12 ambulatory, 2 wheelchair passengers), wheelchair lifts, wheelchair securements, gasoline vehicles.	Replacing a 2008 bus with 215,820 miles and a 2009 bus with 280,764 miles. Did not include order form in grant application.	\$143,000.00	\$128,700.00	\$64,350.00		\$64,350.00	Fund one vehicle.
Glades, Hendry	Good Wheels, Inc.	Non-Profit Rural	Three paratransit buses (diesel).	Replacing three 2007 buses with 312,000, 345,000, and 364,000 miles. (Requesting waiver of match due to REDI.)	\$245,799.00	\$245,799.00	\$163,866.00		\$81,933.00	Fund two vehicles.
Gulf	Gulf County Association for Retarded Citizens, Inc.	Non-Profit Rural	1) One gasoline powered highly fuel efficient 4-door passenger vehicle (\$22,000) 2) Security system equipment including a replacement DVR, cellular communicator device two additional surveillance cameras. (\$2,500)	Expansion of fleet with a smaller capacity vehicle and replacement of 2009 facility security camera system. Requesting wavier of match due to REDI.	\$24,500.00	\$24,500.00	\$22,000.00		\$2,500.00	Fund one vehicle.

2015-16 Shirley Conroy Rural Area Capital Assistance Program Grant Summary										
County	Applicant Name	Agency Type / System Type	Capital Equipment Requested (Prioritized as listed)	Staff Notes	Total Project Cost (100%)	TD Dollar Amount (90% or 100% REDI)	Funding	Contingency Funding	Not Funding	Committee Recommended Projects to Fund
Hardee, Highlands, Okeechobee	MV Contract Transportation, Inc.	For Profit Rural	Three Ford 6 ambulatory 2 wheelchair cutaways 11,500 GVWR 21 foot 5.4 L Gas.	New CTC for the service area effective November 1, 2015. Three 2012 MV-1 vehicles to be transferred (1 eligible for retirement, 2 at 50,000 miles). Vehicles to be used to replace contractor vehicles with high ages and mileages.	\$216,000.00	\$194,400.00	\$129,600.00		\$64,800.00	Fund two vehicles.
Hernando	Mid-Florida Community Services, Inc.	Non-Profit Rural	Two 21 foot cutaway transit vehicles with two wheelchair positions side load with onboard cameras, security systems, and reverse camera and monitoring systems and interior/exterior signage for both.	Replacement of two 2008 buses (three indicated on vehicle inventory with mileages greater than 176,628).	\$181,000.00	\$162,900.00	\$81,450.00		\$81,450.00	Fund one vehicle.
Jackson	Jackson County Transportation, Inc. dba Jtrans	Non-Profit Rural	Two 2015 22 foot cutaway buses, gasoline, 14 ambulatory (\$65,664 each).	Replacing two 2010 vehicles with 87,985 miles and 130,228 miles. (Requesting waiver of match due to REDI.)	\$131,328.00	\$131,328.00	\$65,664.00		\$65,664.00	Fund one vehicle.
Lafayette	Suwannee River Economic Council, Inc.	Non-Profit Rural	MV-1 (gas).	Replacing a 2003 van with 116,990 miles.	\$50,000.00	\$45,000.00	\$45,000.00			Fund the project as requested.
Leon	StarMetro / City of Tallahassee	Govt Urban	Two ADA compliant Dodge Grand Caravan SE 6,050 GVWR 202.5 inches 3.6 L V-6 Gas powered Sure-Lok Titan and Q'Straint securement systems, camera security system, driver safety partition, power rear sliding doors, Motorola XTL 2500 radio.	Expansion of fleet.	\$95,074.00	\$85,566.60			\$85,566.60	
Levy	Levy County Board of County Commissioners dba Levy County Transit	Govt Rural	One 23' Ford 6.8 V10 Gas Engine Turtle Top Bus 12 seats and 2 wheelchair positions.	Replacing a 2006 bus with 384,552 miles and increasing capacity. (Requesting waiver of match due to REDI.)	\$73,259.00	\$73,259.00	\$73,259.00			Fund the project as requested.
Liberty	Liberty County Board of County Commissioners / Liberty County Transit	Govt Rural	Low floor minivan with folding seats (including radio safety equipment, and lettering)	Replacing a 2010 Dodge Caravan 115,807 miles.	\$49,057.00	\$44,151.30		\$44,151.30		Contingency fund all requested projects.
Orange, Osceola, Seminole	Central Florida Regional Transportation Authority / LYNX	Govt Urban	Three Odyssey Fareboxes 30 inches super short.	For improved efficiency on flex routes.	\$40,017.00	\$36,015.30			\$36,015.30	
Putnam	Ride Solution, Inc.	Non-Profit Rural	Three Mobility Ventures LLC DX Model MV-1 (\$47,498 each).	Expansion of fleet with lower capacity vehicles.	\$142,494.00	\$128,244.60	\$85,496.40		\$42,748.20	Fund two vehicles.
Union	Suwannee River Economic Council, Inc.	Non-Profit Rural	1) One small cutaway van (gas) \$65,000 2) One MV-1 (gas) \$50,000	SREC is a new CTC for Union County. When the previous provider left, only one TD funded vehicle was eligible for transition from the prior CTC to SREC. (Requesting waiver of match due to REDI.)	\$115,000.00	\$115,000.00	\$115,000.00			Fund the project as requested.
Wakulla	Wakulla County Transportation	Non-Profit Rural	1) One Mobility Ventures DX Model 6,600 GVWR 205 inches 4.6 L V-8 Gas with Lettering (\$46,948) 2) Four Samsung ATIV One 7 Curved 27" all-in-one Intel Core i5 8GB Memory (5,199.96)	Replacing a 2007 van with 276,373 miles.	\$52,147.96	\$46,933.16	\$46,933.16			Fund the project as requested.
Total					\$2,287,466.59	\$2,138,675.49	\$1,044,322.76	\$217,864.40	\$876,488.33	



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November 12, 2015

TO: Levy County Transportation Disadvantaged Coordinating Board

FROM: Lynn Godfrey, AICP, Senior Planner

SUBJECT: Operations Reports

RECOMMENDATION

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

BACKGROUND

Levy County Transit staff will distribute the operations reports at the meeting.

If you have any questions regarding the attached information, please contact me.

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ATTENDANCE RECORD

LEVY COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD

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

LEGEND KEY: P-Present A-Absent

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