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May 16, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Public Hearing/Business Meeting Announcement

The Lafayette County Transportation Disadvantaged Coordinating Board will hold its annual public hearing for the purpose of receiving input regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program **Monday, May 23, 2016 at 2:00 p.m.** in the meeting room of Suwannee River Economic Council located on State Road 27 in Mayo, Florida.

The Board will hold its regular business meeting immediately following the public hearing. This is an important meeting of the Board. All Board members are encouraged to attend.

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

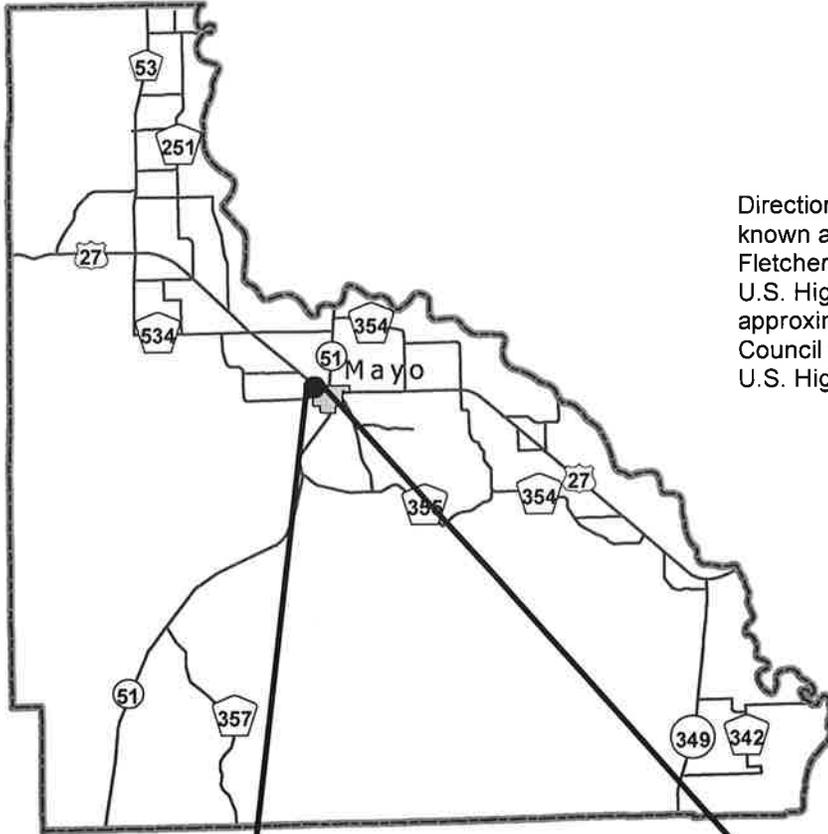
#### Attachments

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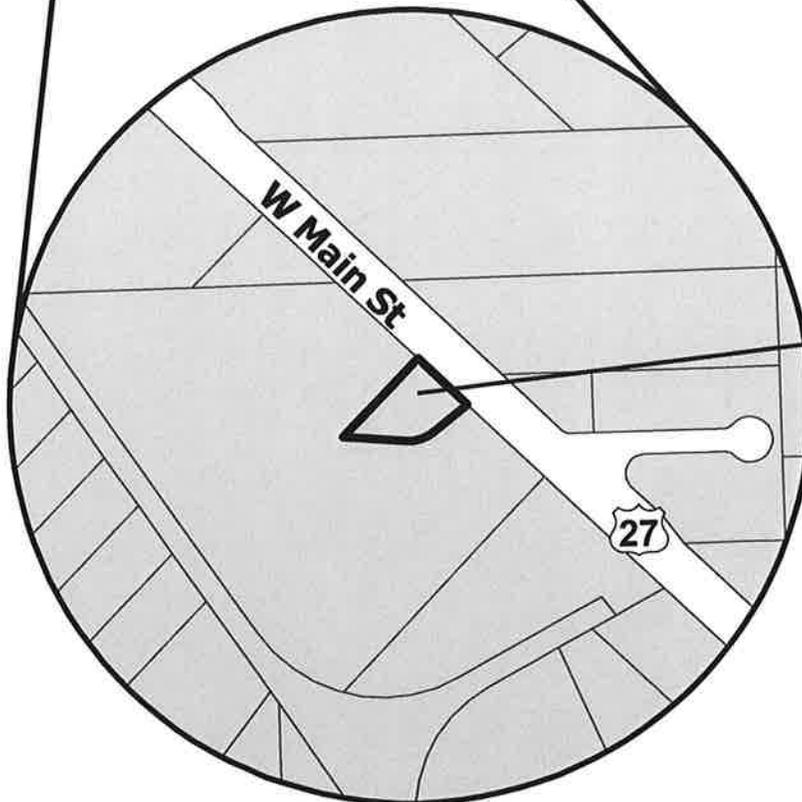
Dedicated to improving the quality of life of the Region's citizens,  
by coordinating growth management, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Suwannee River Economic Council

114 SW Community Circle  
Mayo, FL 32066



Directions: From the intersection U.S. Highway 27 (also known as Main Street) and State Road 51 (also known as Fletcher Avenue) in the Town of Mayo, turn West onto U.S. Highway 27 (also known as Main Street), travel approximately 0.5 miles and the Suwannee River Economic Council will be on the left, on the Southwestern side of U.S. Highway 27 (also known as Main Street).



1 inch = 500 feet

Suwannee River  
Economic Council





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**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**PUBLIC HEARING**

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
May 23, 2016  
2:00 p.m.

**I. PUBLIC HEARING – CALL TO ORDER**

**A. Introductions**

**B. Receive Public Testimony regarding unmet transportation needs or any other areas that relate to the local transportation services provided under Florida's Transportation Disadvantaged Program.**

**B. Close Public Hearing**





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**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**BUSINESS MEETING**

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
May 23, 2016  
Close of Public Hearing

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

- |           |   |               |                        |
|-----------|---|---------------|------------------------|
| <b>A.</b> | <b>Approval of the Meeting Agenda</b>         |               | <b>ACTION REQUIRED</b> |
| <b>B.</b> | <b>Approval of the March 28, 2016 Minutes</b> | <b>Page 9</b> | <b>ACTION REQUIRED</b> |

**II. NEW BUSINESS**

- |           |   |                |                        |
|-----------|---|----------------|------------------------|
| <b>A.</b> | <b>2016/17 Lafayette County Transportation Disadvantaged Service Plan</b> | <b>Page 13</b> | <b>ACTION REQUIRED</b> |
|-----------|---|----------------|------------------------|

The Board needs to review and approve the 2016/17 Lafayette County Transportation Disadvantaged Service Plan

- |           |                         |                |                        |
|-----------|-------------------------|----------------|------------------------|
| <b>B.</b> | <b>Elect Vice-Chair</b> | <b>Page 87</b> | <b>ACTION REQUIRED</b> |
|-----------|-------------------------|----------------|------------------------|

The Board needs to re-elect Sheryl Rehberg as Vice-Chair or elect a new Vice-Chair

- |           |   |                |                           |
|-----------|---|----------------|---------------------------|
| <b>C.</b> | <b>Suwannee River Economic Council Operations Reports</b> | <b>Page 89</b> | <b>NO ACTION REQUIRED</b> |
|-----------|---|----------------|---------------------------|

**III. OTHER BUSINESS**

- |           |                 |  |  |
|-----------|-----------------|--|--|
| <b>A.</b> | <b>Comments</b> |  |  |
| <b>1.</b> | <b>Members</b>  |  |  |
| <b>2.</b> | <b>Citizens</b> |  |  |

**IV. FUTURE MEETING DATES**

- A. September 19, 2016 at 2:00 p.m.**
- B. November 14, 2016 at 2:00 p.m.**
- C. March 20, 2017 at 2:00 p.m.**
- D. May 22, 2017 at 2:00 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.

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**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

<b>MEMBER/REPRESENTING</b>	<b>ALTERNATE/REPRESENTING</b>
Commissioner Anthony Adams Local Elected Official/Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Deweese Ogden Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Rehberg, Vice Chair Regional Workforce Development Board Grievance Committee Member	Anthony Jennings Regional Workforce Development Board
Ricky Lyons Florida Association for Community Action Term ending June 30, 2017	Vacant Florida Association for Community Action Term ending June 30, 2017
Richie Page Public Education	Vacant Public Education
Carlton Black Veterans Grievance Committee Member Term ending June 30, 2017	Vacant Veterans Term ending June 30, 2017
Cindy Morgan Citizen Advocate Grievance Committee Member Term ending June 30, 2018	Vacant Citizen Advocate Term ending June 30, 2018
Vacant Citizen Advocate - User Term ending June 30, 2018	Vacant Citizen Advocate - User Term ending June 30, 2018
Vacant Persons with Disabilities Term ending June 30, 2018	Vacant Persons with Disabilities Term ending June 30, 2018
Martha Humphries Elderly Grievance Committee Member Term ending June 30, 2017	Vacant Elderly Term ending June 30, 2017
Ginger Calhoun Medical Community Term ending June 30, 2016	Vacant Medical Community Term ending June 30, 2016
Colleen Cody Children at Risk Term ending June 30, 2016	Vacant 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.



**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING MINUTES**

Meeting Room  
Suwannee River Economic Council  
Mayo, Florida

Monday  
March 28, 2016  
2:00 p.m.

**VOTING MEMBERS PRESENT**

Commissioner Anthony Adams, Chairman  
Carlton Black, Veterans Representative  
Ginger Calhoun, Medical Community Representative  
Sandra Collins, Florida Department of Transportation Representative  
Colleen Cody, Children at Risk Representative  
Dewece Ogden, Florida Agency for Health Care Administration Medicaid Representative  
Sheryl Rehberg, Workforce Development Board Representative  
Ricky Lyons, Florida Association for Community Action Representative

**VOTING MEMBERS ABSENT**

Martha Humphries, Elderly Representative  
Ricky Lyons, Florida Association of Community Action  
Cindy Morgan, Citizen Advocate  
Richie Page, Public Education Representative  
Kay Tice, Florida Department of Children and Families Representative

**ALTERNATE MEMBERS PRESENT**

Anthony Jennings, Workforce Development Board Representative

**OTHERS PRESENT**

Matthew Pearson, Suwannee River Economic Council

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. CALL TO ORDER**

Chairman Adams called the business meeting to order at 2:00 p.m.

**A. Invocation**

Mr. Matthew Pearson gave the invocation.

**B. Pledge of Allegiance**

Chairman Adams led the Board in reciting the Pledge of Allegiance.

**C. Introductions**

Chairman Adams introduced himself.

**D. Approval of the Meeting Agenda**

**ACTION: Sheryl Rehberg moved to approve the meeting agenda. Sandra Collins seconded; motion passed unanimously.**

**E. Approval of the November 16, 2015 Meeting Minutes**

**ACTION: Sandra Collins moved to approve the November 16, 2015 meeting minutes. Colleen Cody seconded; motion passed unanimously.**

**II. NEW BUSINESS**

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

Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, stated that the Lafayette County Transportation Disadvantaged Service Plan includes the rates charged for Transportation Disadvantaged Program sponsored services. She said Suwannee River Economic Council's Fiscal Year 2016/17 service rates are included in the Plan for the Board's review and approval.

Ms. Godfrey also stated that the Lafayette County Transportation Disadvantaged Service Plan serves as the Coordinated Public Transit-Human Services Transportation Plan for Lafayette County. She said transportation projects funded with Federal and State grant funds must be included in this Plan. Ms. Godfrey stated that Suwannee River Economic Council has applied for U.S.C. Section 5311 Grant funds. She said Suwannee River Economic Council's grant project has been added to the Service Plan.

The Board reviewed the draft amendments.

**ACTION:** Sheryl Rehberg moved to approve the amendments to the Lafayette County Transportation Disadvantaged Service Plan. Carlton Black seconded; motion passed unanimously.

**B. Operations Reports**

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

**C. 2016 Legislative Session**

Ms. Godfrey stated that the Florida Legislature authorized an increase in Transportation Disadvantaged Trust Funds in Fiscal Year 2016-17. She said the additional funds will be used for the following:

1. study the existing Transportation Disadvantaged Trust Fund distribution formula;
2. provide additional transportation services in rural areas for persons with disabilities, older adults, and people with low incomes; and
3. award competitive grants to Community Transportation Coordinators to support transportation projects that: (1) enhance the access of older adults, persons with disabilities, and persons with low income individuals to health care, shopping, education, employment, public services, and recreation; (2) assist in the development, improvement, and use of transportation systems in non-urbanized areas; (3) promote the efficient coordination of services; (4) support intercity bus transportation; and (5) encourage private transportation provider participation.

The Board discussed ways to use the additional Transportation Disadvantaged Program funds.

**III. OTHER BUSINESS**

**A. Comments**

**1. Members**

There were no member comments.

**2. Citizens**

There were no citizen comments.

**IV. FUTURE MEETING DATES**

Chairman Adams announced that the next meeting of the Board will be held Monday, May 23, 2016.

**ADJOURNMENT**

The meeting adjourned at 2:35 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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May 16, 2016

TO: Lafayette County Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: 2016/17 Lafayette County Transportation Disadvantaged Service Plan

STAFF RECOMMENDATION

**Approve the 2016/17 Lafayette County Transportation Disadvantaged Service Plan.**

BACKGROUND

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

Attached is the draft 2016/17 Lafayette County Transportation Disadvantaged Service Plan. If you have any questions concerning the Plan, please do not hesitate to contact me at extension 110.

Attachment

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# Lafayette County Transportation Disadvantaged Service Plan

July 1, 2016 - June 30, 2017

Lafayette County Transportation Disadvantaged  
Coordinating Board





# Lafayette County Transportation Disadvantaged Service Plan

Approved by the

Lafayette County  
Transportation Disadvantaged Coordinating Board

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

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**Anthony Adams, Chair**

with Assistance from

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

and

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

May 23, 2016



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# Table of Contents

Chapter I: Development Plan.....	1
A. Introduction to The Service Area .....	1
B. Service Area Profile and Demographics.....	9
C. Service Analysis .....	15
Chapter II: Service Plan .....	25
A. Operations.....	25
B. Cost/Revenue Allocation and Rate Structure Justification .....	36
Chapter III: Quality Assurance.....	37
A. Community Transportation Coordinator Evaluation Process .....	37

# Appendices

Appendix A: Lafayette County Transportation Disadvantaged Coordinating Board Grievance Procedures	A1
Appendix B: Cost/Revenue Allocation and Rate Structure Justification .....	B1
Appendix C: Vehicle Inventory .....	C1
Appendix D: Safety Compliance Self Certification .....	D3

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# Chapter I: Development Plan

## A. Introduction to The Service Area

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

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

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

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

"those persons who because of physical or mental disability, income status, age are unable to transport themselves or purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities or children who are handicapped or high-risk or at-risk as defined in s. 411.202, Florida Statutes."

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

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

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

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

The Florida Commission for the Transportation Disadvantaged is independent and reports to the Governor and the Legislature. Chapter 427, Florida Statutes states that:

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

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

## b. Designated Official Planning Agency

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

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

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

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

## c. Local Coordinating Boards

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

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

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

- An elected official from Lafayette County.
- A representative of the Florida Department of Transportation.
- A representative of the Florida Department of Children and Family Services.
- A representative of the Public Education Community.
- A representative of the Florida Department of Education.
- A person recommended by the local Veterans Service Office representing veterans of the county.

- A person who is recognized by the Florida Association for Community Action as representing the economically disadvantaged.
- A person over age sixty representing the elderly.
- A person with a disability representing the disabled.
- Two citizen advocate representatives in the county; one who must be a person who uses the transportation services of the system as their primary means of transportation.
- A local representative for children at risk.
- In areas where they exist, the Chairperson or designee of the local mass transit or public transit system's Board.
- A representative of the Florida Department of Elderly Affairs.
- An experienced representative of the local private for profit transportation industry.
- A representative of the Florida Agency for Health Care Administration.
- A representative of the Regional Workforce Development Board.
- A representative of the local medical community.

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

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

#### d. Community Transportation Coordinator

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

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

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

## 2. Designation Date/History

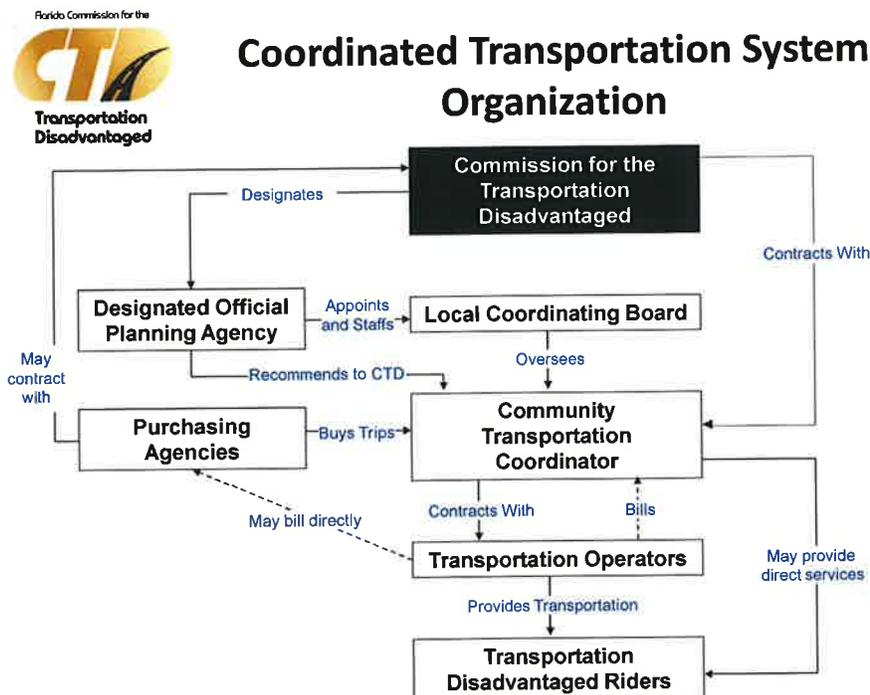
Suwannee River Economic Council is a private non-profit corporation, chartered by the State of Florida in 1966. In 1972, Suwannee River Economic Council began the Suwannee Valley Transit System in Columbia, Hamilton, Suwannee and Lafayette Counties. In 1974, Suwannee Valley Transit Authority was created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

The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Community Transportation Coordinator for Lafayette County in 1991. In 2013, the North Central Florida Regional Planning Council recommended Suwannee River Economic Council be re-designated the Community Transportation Coordinator for Lafayette County through a competitive selection process. The Florida Commission for the Transportation Disadvantaged designated Suwannee River Economic Council as the Lafayette County Community Transportation Coordinator effective July 1, 2013.

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

## 3. Organization Chart

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



## 4. Consistency Review of Other Plans

### a. Local Government Comprehensive Plans

The local comprehensive planning process involves essentially four basic steps:

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

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

### b. Regional Policy Plans

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

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

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

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

### c. Transit Development Plans

Not applicable.

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

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

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

e. Metropolitan Planning Organization Long-Range Transportation Plans

Not applicable.

f. Transportation Improvement Program

Not applicable.

## 5. Public Participation

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

## 6. Lafayette County Coordinating Board Membership Certification

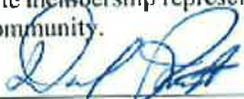
### LAFAYETTE COUNTY TRANSPORTATION DISADVANTAGED COORDINATING BOARD MEMBERSHIP CERTIFICATION

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

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

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

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

  
 Daniel Riddick, Chair

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

3-24-16

REPRESENTATION	MEMBER	ALTERNATE	TERM ENDING
Local Elected Official/Chair	Anthony Adams	Vacant	No Term
Elderly	Martha Humphries	Vacant	6/30/2017
Disabled	Vacant	Vacant	6/30/2018
Citizen Advocate	Cindy Morgan	Vacant	6/30/2018
Citizen Advocate/User	Vacant	Vacant	6/30/2018
Children at Risk	Colleen Cody	Vacant	6/30/2019
Florida Association for Community Action	Ricky Lyons	Vacant	6/30/2017
Public Education	Ritchie Page	Vacant	No Term
Florida Department of Transportation	Sandra Collins	Janell Damato	No Term
Florida Department of Children and Families	Kay Tice	Vacant	No Term
Florida Department of Elder Affairs	Vacant	Vacant	No Term
Florida Department of Education	Vacant	Vacant	No Term
Florida Agency for Health Care Administration	Deweece Ogden	Pamela Hagley	No Term
Regional Workforce Development Board	Sheryl Rehberg	Anthony Jennings	No Term
Veteran Services	Carlton Black	Vacant	6/30/2017
Local Mass Transit	Not Applicable	Not Applicable	No Term
Private Transportation Industry	Vacant	Vacant	6/30/2019
Local Medical Community	Ginger Calhoun	Vacant	6/30/2019

## 7. Lafayette County Transportation Coordinating Board Membership

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Commissioner Anthony Adams Local Elected Official/ Chair	Not Applicable
Sandra Collins Florida Department of Transportation	Janell Damato Florida Department of Transportation
Kay Tice Florida Department of Children and Families Grievance Committee Member	Vacant Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Vacant Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
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Vacant Private Transit Term ending June 30, 2016	Vacant Private Transit Term ending June 30, 2016

## B. Service Area Profile and Demographics

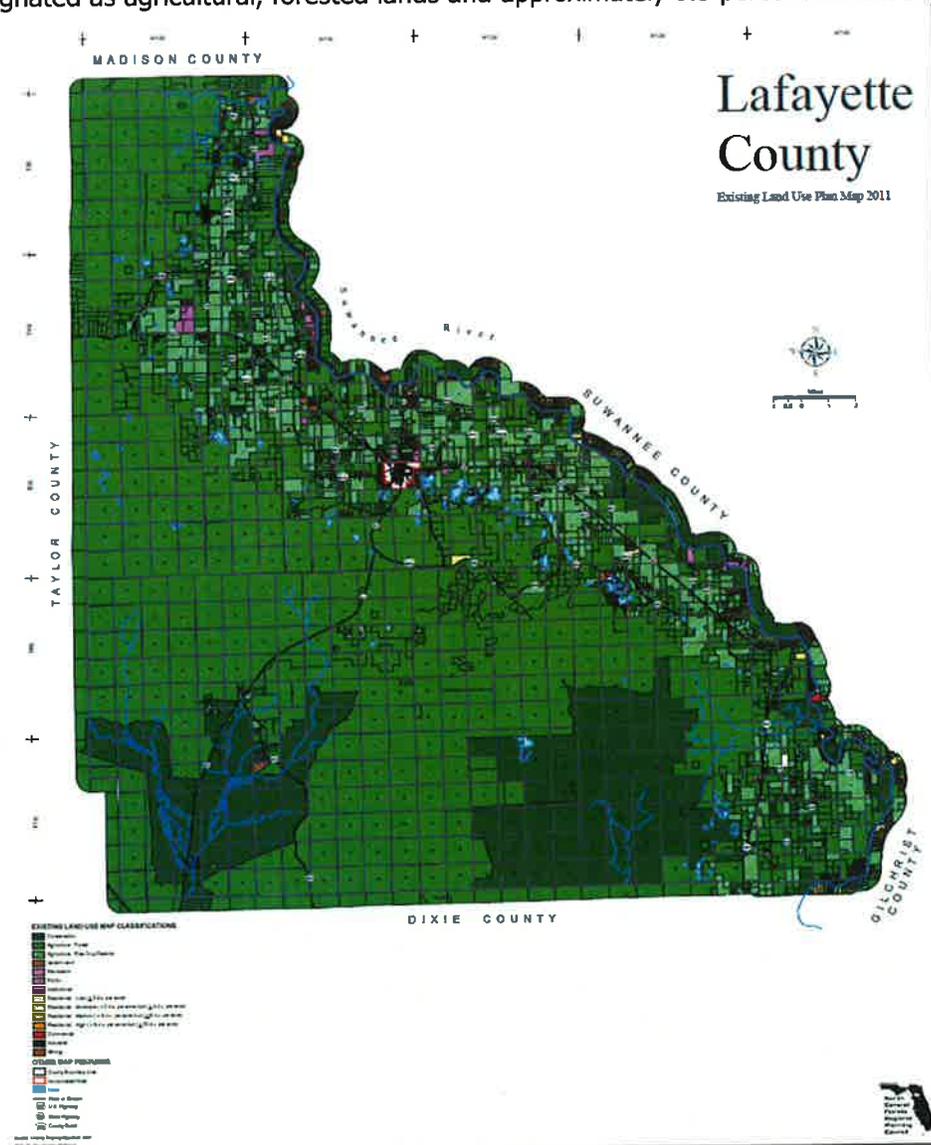
### 1. Lafayette County Service Area Description

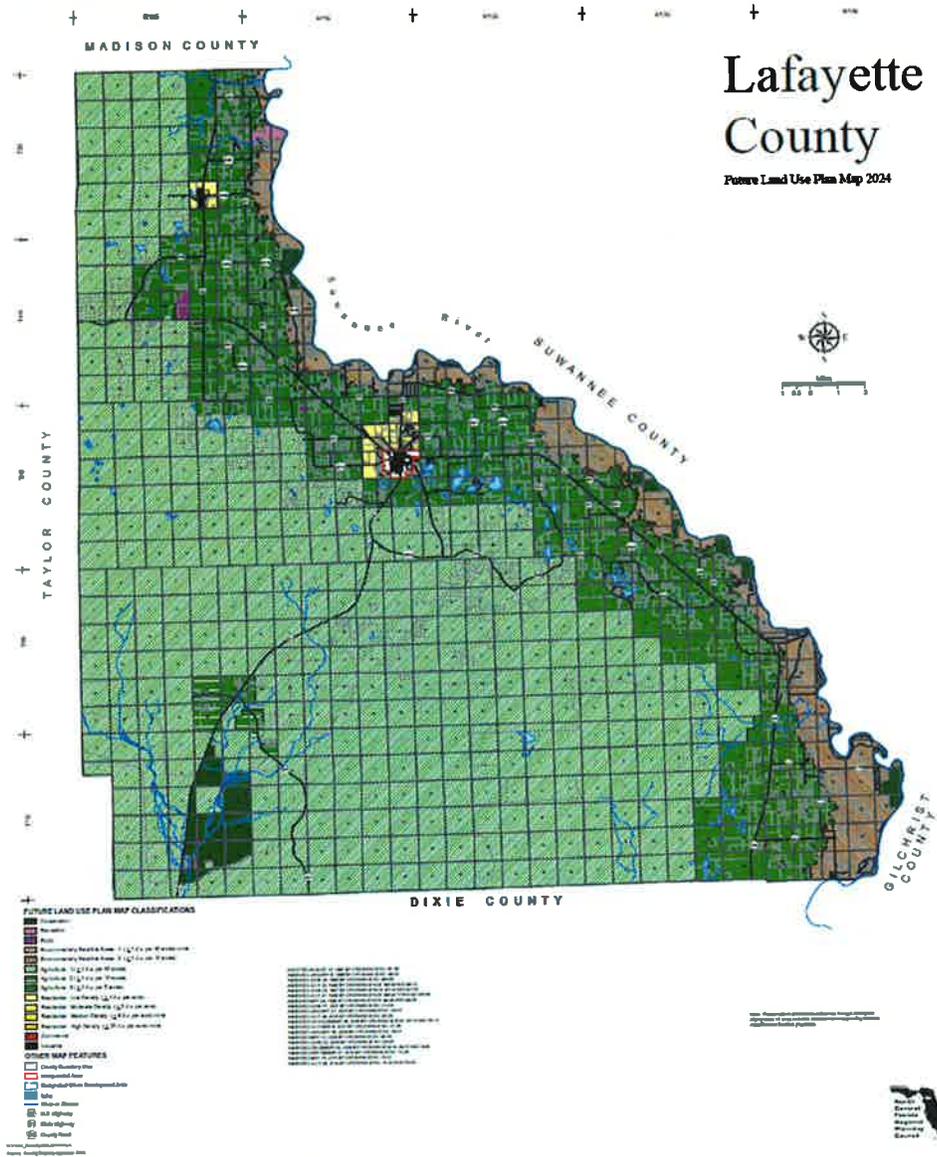
Lafayette County has a land area of approximately 543 square miles. The County is located in the north central portion of the State of Florida and is bordered on the north by Madison County, on the east by Suwannee and Gilchrist Counties, on the south by Dixie County and on the west by Taylor County. The Suwannee River forms a boundary on the east.

### 2. Demographics

#### a. Land Use

The land use for approximately 96 percent of the acreage within the unincorporated area of the County has been designated as agricultural, forested lands and approximately 0.5 percent is residential.





b. Population/Composition

The Bureau of Economic and Business Research estimates Lafayette County's total population in 2015 as 8,664, the Town of Mayo as 1,201 and the unincorporated area as 7,463.

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

AREA	2010 CENSUS POPULATION COUNT	2015 POPULATION ESTIMATE
Lafayette County	8,870	8,664
Town of Mayo	1,237	1,201
Unincorporated Area	7,633	7,463

Source: 2010 Bureau of the Census, Bureau of Economic and Business Research

According to the Bureau of Economic and Business Research, 1,647 individuals are inmates and patients residing in federal and state government-operated institutions. They are considered nonresidents of the local area for revenue-sharing purposes. Institutionalized individuals are counted as part of the general population, so they are reflected in statistics on age. However, they are not included in the statistics for income or poverty levels for households.

**c. Population Densities**

According to the 2010 Bureau of the Census, the persons per square mile in Lafayette County in 2010 was 16.3.

**TABLE 2**  
**POPULATION DENSITY**  
**LAFAYETTE COUNTY**

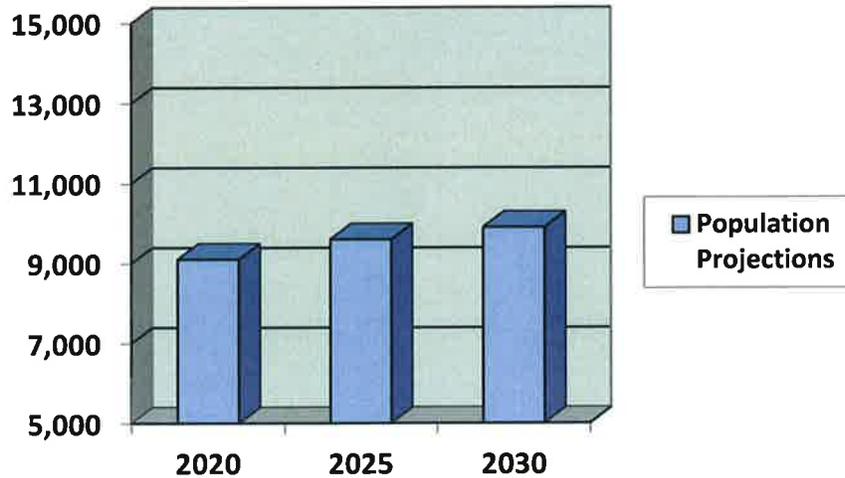
2010 U.S. CENSUS POPULATION	SQUARE MILES	PERSONS PER SQUARE MILE
8,870	543.41	16.3

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

**d. Population Projections**

According to the Bureau of Economic and Business Research, Lafayette County will have a total population of 9,600 by the Year 2025. Illustration I shows population projections for 2020, 2025 and 2030.

**ILLUSTRATION I**  
**POPULATION PROJECTIONS**  
**LAFAYETTE COUNTY**



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

**e. Population Age Distribution**

Population age distribution is useful in determining mobility needs which transit might meet. The elderly typically are less likely to have access to a vehicle and thus are more dependent on the transit system for their travel needs. Table 3 shows estimates of Lafayette County's population by age group. The 25-54 year-old age group is the single largest age group within the County. The 80 and over population is the smallest age group within the County.

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

<b>AGE GROUP</b>	<b>2014 POPULATION PROJECTION</b>
0-4	489
5-17	1,337
18-24	974
25-54	3,765
55-64	950
65-79	901
80 and over	280

Source: Bureau of Economic and Business Research

f. Disability and Self Care Limitations

According to the U.S. Census Bureau 2010-2014 American Community Survey 5-Year Estimates, Lafayette County had a disabled population of 1,387. The estimated population under 18 years of age with a disability was 143. The estimated population 18 to 64 years of age with a disability was 662. The estimated population 65 years and over with a disability was 582.

g. Employment

According to the Bureau of Economic and Business Research, Lafayette County's estimated monthly labor force (individuals who are able to work but may not be employed) in 2015 was 3,066 with an estimated monthly employment of 2,940 and an estimated monthly unemployment of 126. The estimated monthly unemployment rate for Lafayette County in 2015 was 4.1% percent.

h. Income

According to the U.S. Census Bureau Quick Facts, the estimated median household income for Lafayette County in 2014 was \$35,720. Table 4 characterizes the levels of household income in Lafayette County. Table 5 shows income levels that are currently used to define the federal poverty level.

**TABLE 4**  
**INCOME**  
**LAFAYETTE COUNTY**

2014 PER CAPITAL INCOME	MEDIAN HOUSEHOLD INCOME	PERCENT OF PERSONS BELOW POVERTY LEVEL
\$18,125	\$35,720	25.6%

Source: 2010 Bureau of the Census, Quick Facts

**TABLE 5**  
**2015 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES**  
**AND THE DISTRICT OF COLUMBIA**

PERSONS IN FAMILY/HOUSEHOLD	POVERTY GUIDELINE
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890

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

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

The Bureau of Economic and Business Research reports the total number of Medicaid recipients for 2013 in Lafayette County was 1,449. Table 6 shows income and poverty status data for cities and designated census places. Table 7 shows average monthly public assistance cases.

**TABLE 6**

**PUBLIC ASSISTANCE CASES  
LAFAYETTE COUNTY**

<b>TYPE OF ASSISTANCE</b>	<b>2014 CASES</b>
Public Assistance Cases - Families	18
SSI Beneficiaries - Blind or Disabled	138
SSI Beneficiaries - Aged	10

Source: Bureau of Economic and Business Research

**i. Housing**

The 2010 Bureau of the Census estimates that in 2014, the total number of households in Lafayette County was 2,706 and that the average household size was 2.69.

**TABLE 7**

**HOUSING  
LAFAYETTE COUNTY, 2014**

<b>HOUSING UNITS</b>	<b>HOUSEHOLDS</b>	<b>PERSONS PER HOUSEHOLD</b>
3,300	2,706	2.69

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

**j. Health**

According to the Florida Statistical Abstract there was one licensed doctor of medicine, 75 registered and practical and advanced nurses in 2013.

**k. Transportation**

According to the 2010-2014 Bureau of the Census American Community Survey, there were 161 occupied housing units with no vehicle available.

**l. Major Trip Generators/Attractors**

Being a rural area, there are a limited number of trip generators in the County. Trips are distributed from the outlying areas to and from the county seat for business and grocery shopping. Travel to Lake City, Live Oak and Gainesville continues to be necessary for many County residents, particularly for medical purposes.

## **C. Service Analysis**

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

The National Center for Transit Research Center for Urban Transportation Research developed a methodology for estimating the general and critical need Transportation Disadvantaged population based on the most current U.S. Census Bureau demographic and socio-economic data available. The general Transportation Disadvantaged population includes the estimates of all disabled, elderly, low income persons and children who are "high-risk" or "at-risk."

The critical need Transportation Disadvantaged population includes individuals who, due to severe physical limitations or low incomes, are unable to transport themselves or purchase transportation and are dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life sustaining activities.

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

**CALCULATION OF GENERAL TRANSPORTATION DISADVANTAGED POPULATION**

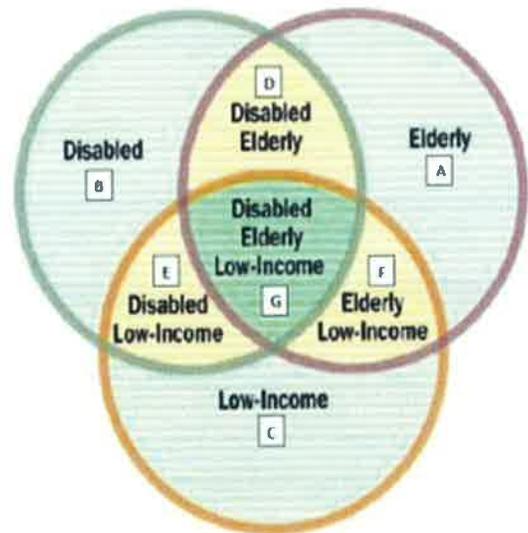
**Lafayette County**

Census Data from 2014

County Pop. By Age	Total Pop by Age	% of Total Pop	Population Below Poverty Level by Age	% of Total Pop Below Poverty Level by Age	Total Population with a Disability by Age	% of Total Pop with a Disability by Age	Total Pop with Disability and Below Poverty Level by Age	% Total Pop with a Disability and Below Poverty Level by Age
<18	1,793	20.3%	469	5.3%	124	6.9%	29	1.60%
18-64	5,821	66.0%	1,046	11.9%	1,106	19.0%	326	5.60%
<b>Total Non Elderly</b>	<b>7,614</b>	<b>86.3%</b>	<b>1,515</b>	<b>17.2%</b>	<b>1,230</b>	<b>16.2%</b>	<b>355</b>	<b>4.66%</b>
65+	1,207	13.7%	178	2.0%	533	44.2%	99	8.20%
<b>Total Elderly</b>	<b>1,207</b>	<b>13.7%</b>	<b>178</b>	<b>2.0%</b>	<b>533</b>	<b>46.3%</b>	<b>99</b>	<b>8.20%</b>
<b>Total</b>	<b>8,821</b>	<b>100%</b>	<b>1,693</b>	<b>19.2%</b>	<b>1,763</b>	<b>20.0%</b>	<b>454</b>	<b>5.14%</b>

Double Counts Calculations		
E - Estimate non-elderly/disabled/ low income	From Base Data (I9)	355
B - Estimate non-elderly/ disabled/not low income	Subtract I9 from G9	875
G - Estimate elderly/disabled/low income	From Base Data (I11)	99
D- Estimate elderly/ disabled/not low income	Subtract I11 from G11	435
F - Estimate elderly/non-disabled/low income	Subtract I11 from E11	79
A - Estimate elderly/non-disabled/not low income	Subtract sum of J17, J18 and J19 from C11	594
C - Estimate low income/not elderly/not disabled	Subtract I9 from E9	1,160
<b>Total - Non-Duplicated</b>		<b>3,597</b>

General TD Population	% of Total	
Non-Duplicated General TD Population Estimate	3,597	40.8%



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

**Lafayette County**

<b>General TD Population Forecast</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<i>Overlapping Circle Component</i>											
E - Estimate non-elderly/disabled/low income	355	356	362	365	369	373	377	380	384	388	392
B - Estimate non-elderly/disabled/not low income	875	884	893	902	911	920	929	939	948	958	967
G - Estimate elderly/disabled/low income	99	100	101	102	103	104	105	106	107	108	109
D - Estimate elderly/disabled/not low income	435	439	443	446	452	457	461	466	471	476	480
F - Estimate elderly/non-disabled/low income	79	80	81	81	82	83	84	85	86	86	87
A - Estimate elderly/non-disabled/not low income	594	600	607	613	619	625	631	638	644	651	657
C - Estimate low income/not elderly/not disabled	1,160	1,172	1,184	1,196	1,208	1,220	1,232	1,245	1,257	1,270	1,283
<b>TOTAL GENERAL TD POPULATION</b>	<b>3,597</b>	<b>3,633</b>	<b>3,670</b>	<b>3,707</b>	<b>3,744</b>	<b>3,782</b>	<b>3,820</b>	<b>3,858</b>	<b>3,897</b>	<b>3,936</b>	<b>3,976</b>
<b>TOTAL POPULATION</b>	<b>8,821</b>	<b>8,910</b>	<b>8,999</b>	<b>9,090</b>	<b>9,182</b>	<b>9,274</b>	<b>9,367</b>	<b>9,462</b>	<b>9,557</b>	<b>9,653</b>	<b>9,750</b>



**Lafayette County**

<b>Critical Need TD Population Forecast</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Total Critical TD Population</b>											
<i>Disabled</i>	454	458	463	467	472	477	482	487	491	496	501
<i>Low Income Not Disabled No Auto/Transit</i>	337	340	344	347	351	354	358	362	365	369	373
<b>Total Critical Need TD Population</b>	<b>791</b>	<b>799</b>	<b>807</b>	<b>815</b>	<b>823</b>	<b>831</b>	<b>840</b>	<b>848</b>	<b>857</b>	<b>865</b>	<b>874</b>
<b>Daily Trips - Critical Need TD Population</b>											
<i>Severely Disabled</i>	22	22	23	23	23	23	24	24	24	24	25
<i>Low Income - Not Disabled - No Access</i>	640	647	653	660	666	673	680	687	694	701	708
<b>Total Daily Trips Critical Need TD Population</b>	<b>662</b>	<b>674</b>	<b>685</b>	<b>697</b>	<b>708</b>	<b>721</b>	<b>734</b>	<b>747</b>	<b>760</b>	<b>773</b>	<b>785</b>
<b>Annual Trips</b>	<b>241,774</b>	<b>245,860</b>	<b>250,015</b>	<b>254,240</b>	<b>258,537</b>	<b>263,113</b>	<b>267,770</b>	<b>272,509</b>	<b>277,333</b>	<b>282,241</b>	<b>286,673</b>

## 2. Paratransit Service Demand Estimation

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

### CALCULATION OF CRITICAL NEED TRANSPORTATION DISADVANTAGED POPULATION

Lafayette County					Census Data from: 2014	
County Pop. By Age	Total Population with a Disability by Age	% with a Severe Disability by Age	Total Population with a Severe Disability by Age	% of Total Pop with Severe Disability by Age	% of Severe Disability Below Poverty Level	Total Severe Disability Below Poverty Level
<18	124	6.90%	29	1.60%		
18-64	1,106	19.00%	326	5.60%		
<b>Total Non Elderly</b>	<b>1,230</b>	<b>16.15%</b>	<b>355</b>	<b>4.66%</b>	<b>28.60%</b>	<b>101</b>
65+	533	44.20%	99	8.20%		
<b>Total Elderly</b>	<b>533</b>	<b>44.20%</b>	<b>99</b>	<b>8.20%</b>	<b>11.70%</b>	<b>12</b>
<b>Total</b>	<b>1,763</b>	<b>19.99%</b>	<b>454</b>	<b>5.14%</b>		<b>113</b>

Critical Need - Severely Disabled TD Population			
	Not Low Income	Low Income	Totals
<i>Non-Elderly</i>	253	101	355
<i>Elderly</i>	87	12	99
<b>TOTAL</b>	<b>341</b>	<b>113</b>	<b>454</b>

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

Low Income & Not Disabled = C + F		CALCULATION OF DAILY TRIPS FOR THE CRITICAL NEED TD POPULATION	
<i>Assumes</i>	1,239		
27.2%	xx % without auto access		
	337		
100%	xx % without transit access		
	337		
		Calculation of Daily Trips	
		Rates	Total
		Per Person	Daily Trips
<b>Total Actual Critical TD Population</b>			
<i>Severely Disabled</i>	454	0.049	22
<i>Low Income ND</i>	337	1.899	640
<b>Totals</b>	<b>791</b>		<b>662</b>

### 3. Barriers to Coordination

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

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

### 4. Needs Assessment

#### United States Code Section 5311 Grant Program

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Provide transportation services to the transportation disadvantaged.	2016/17	Lafayette County	\$111,687 \$111,687	Federal Transit Administration Suwannee River Economic Council

#### Transportation Disadvantaged Trust Fund Grant

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
<u>Provide trips to transportation disadvantaged individuals.</u>	<u>2016/17</u>	<u>Lafayette County</u>	<u>\$157,648</u> <u>\$17,517</u>	<u>Transportation Disadvantaged Trust Fund</u> <u>Suwannee River Economic Council</u>

**Rural Capital Equipment Support Grant**

PROJECT	PROJECT YEAR	AREAS AFFECTED BY PROJECT	ESTIMATED COST	FUNDING SOURCE
Purchase scheduling software upgrade and mobile data terminals.	2014/15	Bradford, Dixie Gilchrist and Lafayette Counties	\$31,500 State \$3,500 Local	Rural Area Capital Equipment Support Grant Suwannee River Economic Council

## 5. Goals, Objectives and Strategies

- GOAL I:** **Coordinate all transportation disadvantaged services that are funded with local, state and/or federal government funds.**
- OBJECTIVE:** Identify agencies that receive local, state and/or federal government transportation funds that are not coordinated through the Community Transportation Coordinator.
- Strategy a:** Identify agencies in Lafayette County that receive local, state and/or federal funds to transport clients or purchase vehicles.
- Strategy b:** Contact agencies to obtain information about coordination opportunities.
- Strategy c:** Determine whether a purchase of service contract, coordination contract or subcontract should be executed with the identified agencies to coordinate the transportation services that are being provided.
- GOAL II:** **Identify unmet transportation needs in Lafayette County.**
- OBJECTIVE:** Identify unmet transportation needs and discuss ways to meet these needs at each local Coordinating Board meeting.
- Strategy:** The Community Transportation Coordinator shall report quarterly the number and types of transportation services that are requested which it is unable to provide.
- GOAL III:** **The Community Transportation Coordinator shall provide transportation services that are consumer oriented and effectively coordinate trips.**
- OBJECTIVE:** Provide transportation services that maximize the use of all vehicles to eliminate duplication of service without unduly inconveniencing the rider.
- Strategy a:** The Community Transportation Coordinator shall report on a quarterly basis the number of single passenger trips provided.

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

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

**Strategy:** The System Safety Program Plan shall meet all established requirements and adhere to *Chapter 341 Florida Statutes* and *Rule and 14-90, Florida Administrative Code*.

## 6. Implementation Plan

STRATEGIES	IMPLEMENTATION DATE
(1) Identify agencies located in Lafayette County receiving local, state and/or federal funds to transport clients or purchase vehicles. (2) Contact the identified agencies to obtain information about the funding they receive. (3) Determine type of contract to execute to coordinate transportation services.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Discuss transportation needs at local Coordinating Board meetings. (2) Report unmet trip requests.	(1) Quarterly (2) Quarterly
(1) Maximize the use of vehicles without unduly inconveniencing the rider. (2) Work with purchasing agencies and service providers to arrange appointments to group trips. (3) Document the reduction of single passenger trips. (4) Measure total passenger trips per vehicle.	(1) Ongoing (2) Ongoing (3) 2016 (4) 2016
(1) Identify additional funding opportunities to provide trips. (2) Report the types of funding opportunities that may be available for additional trips.	(1) Ongoing (2) Ongoing (3) Ongoing
(1) Ensure that the demand responsive transportation services offered to individuals with disabilities is equivalent to the level and quality of services offered to individuals without disabilities. (2) Provide alternative methods for accessing transportation services for individuals with disabilities. (3) Train staff members regarding the utilization of special equipment for persons with disabilities.	(1) Ongoing (2) Ongoing (3) Ongoing
Evaluate the performance of the Community Transportation Coordinator in general and relative to Florida Commission for the Transportation Disadvantaged standards, completion of service plan elements and Florida Commission for the Transportation Disadvantaged workbook modules.	2016
(1) Adhere to a strict budget of Transportation Disadvantaged Trust Funds to insure that the Trust Funds are spent in the most efficient manner. (2) Determine the most efficient manner to expend the Transportation Disadvantaged Trust Funds. (3) Inform the local Coordinating Board of any difficulties experienced concerning the expenditure of the Transportation Disadvantaged Trust Funds.	(1) Ongoing (2) Annually (3) Quarterly

(1) Complete all reports for review and/or approval. (2) Final reports shall be completed and submitted to planning agency staff a minimum of two weeks prior to next local Coordinating Board meeting.	(1) Ongoing (2) Ongoing
(1) Monitor the quality of service. (2) Make recommendations to improve the quality of service. (3) Provide courteous and professional service. (4) Provide sensitivity and courtesy training annually. (5) Collect on-time performance data.	(1) Ongoing (2) Ongoing (3) Ongoing (4) Ongoing (5) Annually
(1) Maintain a data base with pertinent information relative to clients needs and limitations.	(1) Ongoing
The System Safety Program Plan shall meet all established requirements and adhere to Chapter 341, Florida Statutes and Rule 14-90, Florida Administrative Code.	Annually

# Chapter II: Service Plan

## A. Operations

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

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

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

#### a. Bariatric Transportation

Suwannee River Economic Council transports all "common wheelchairs." A common wheelchair is defined as a device which does not exceed 30 inches in width and 48 inches in length measured two inches above the ground and does not weigh more than 600 pounds when occupied. Wheelchairs that exceed these dimensions and weight may not to be transported.

#### b. Hours and Days of Service

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

#### c. Holidays

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

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

## 2. Accessing Services

### a. Office Hours

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

### b. Phone Number

City of Live Oak office: 386.362.4115 or 1.800.597.7579  
City of Mayo office: 386.294.2202.

### c. Advance Notification Time

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

### d. Trip Cancellation Process

Trip cancellations should be made to Suwannee River Economic Council with 24-hour advance notification. However, a no-show will not be charged to a rider if the cancellation is received before the vehicle is dispatched.

### e. No-Show Policy

Trip cancellations should be made to Suwannee River Economic Council with 24-hour advance notification. However, a no-show will not be charged to a rider if the cancellation is received before the vehicle is dispatched. If trips are not cancelled prior to the vehicle being dispatched, the passenger will be considered a no-show. Cancellations at the door will be considered no-shows.

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

### f. After Hours Service

After hours service is not sponsored by Florida's Transportation Disadvantaged Program.

### g. Passenger Fares

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

## h. Transportation Disadvantaged Program Eligibility

Suwannee River Economic Council will use the following criteria when determining Transportation Disadvantaged Program eligibility:

**Unable to transport themselves:** Individual is not sponsored by any agency for their transportation or is unable to purchase transportation.

**Unable to obtain transportation:** Individual does not have an operational vehicle in the household; or the ability to operate a vehicle; or the ability to find transportation from other sources.

Individuals must apply for Transportation Disadvantaged Program eligibility for their transportation to be sponsored by the Florida Commission for the Transportation Disadvantaged. Suwannee River Economic Council determines eligibility by conducting phone interviews at the time assistance is requested. Additional eligibility verification may be required by Suwannee River Economic Council.

## i. Transportation Disadvantaged Program Trip Priorities

Due to the lack of demand for transportation services in Lafayette County, Suwannee River Economic Council and the Board have not determined a need for establishing trip priorities. Suwannee River Economic Council reports the status of the TD Trust Funds to the Board at each meeting. Suwannee River Economic Council in cooperation with the Board will establish trip priorities if it is determined necessary.

## 3. Transportation Operators And Coordination Contractors

Not applicable. Suwannee River Economic Council is the only transportation provider operating in Lafayette County.

## 4. Public Transit Utilization

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

## 5. School Bus Utilization

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

## 6. Vehicle Inventory

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

## 7. System Safety Program Plan Certification

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

## 8. Inter-County Services

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

## 9. Natural Disaster/Emergency Preparedness

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

## 10. Marketing

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

## 11. Acceptable Alternatives

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

## 12. Service Standards

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

### a. Drug and Alcohol Policy

**Rule 41-2.006 (4) (a), F.A.C.:** Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post accident and reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

Suwannee River Economic Council shall comply with this standard.

### b. Transport of Escorts and Dependent Children

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

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

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

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

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

### d. Passenger Property

**Rule 41-2.006 (4) (d), F.A.C.:** Passenger property that can be carried by the passenger and/or driver in one trip and can be safely stowed on the vehicle, shall be allowed to be transported with the passenger at no additional charge. Additional requirements may be negotiated for carrying and loading rider property beyond this amount. Passenger property does not include wheelchairs, child seats, stretchers, secured oxygen, personal assistive devices, or intravenous devices.

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

### e. Vehicle Transfer Points

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

The Community Transportation Coordinator shall comply with this standard.

### f. Local Toll Free Phone Number

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

The Community Transportation Coordinator shall comply with this standard.

### g. Out-Of-Service Area Trips

**Rule 41-2.006 (4) (g), F.A.C.:** Out of service area trips shall be provided when determined locally and approved by the local Coordinating Board, except in instances where local ordinances prohibit such trips.

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

## h. Vehicle Cleanliness

**Rule 41-2.006 (4) (h), F.A.C.** Interior of all vehicles shall be free of dirt, grime, oil, trash, torn upholstery, damaged or broken seats, protruding metal or other objects or materials which could soil items placed in the vehicle or provide discomfort for the passenger.

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

## i. Billing Requirements

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

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

## j. Passenger/Trip Database

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

The Community Transportation Coordinator shall comply with this standard.

## k. Adequate Seating

**Rule 41-2.006 (4) (k), F.A.C.:** Adequate seating for paratransit services shall be provided to each rider and escort, child or personal care attendant, and no more passengers than the registered passenger seating capacity shall be scheduled or transported in a vehicle at any time. For transit services provided by transit vehicles, adequate searing or standing space will be provided to each rider and escort, child, or personal care attendant, and no more passengers than the registered passenger seating or standing capacity shall be scheduled or transported in a vehicle at any time.

The Community Transportation Coordinator shall comply with this standard.

## l. Driver Identification

**Rule 41-2.006 (4) (l), F.A.C.:** Drivers for paratransit services, including coordination contractors, shall be required to announce and identify themselves by name and company in a manner that is conducive to communications with specific passengers, upon pickup of each rider, group of riders, or representative, guardian, or associate of the rider, except in situations where the driver regularly transports the rider on a recurring basis. Each driver must have photo identification that is in view of the passenger. Name patches, inscriptions or badges that affix to driver clothing are acceptable. For transit services, the driver photo identification shall be in a conspicuous location in the vehicle.

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

### m. Passenger Assistance

**Rule 41-2.006 (4) (m), F.A.C.:** The paratransit driver shall provide the passenger with boarding assistance, if necessary or requested, to the seating portion of the vehicle. The boarding assistance shall include opening the vehicle door, fastening the seat belt or wheelchair securement devices, storage of mobility assistive devices and closing the vehicle door. In the door-through-door paratransit service category, the driver shall be required to open and close doors to buildings, except in situations in which assistance in opening/closing building doors would not be safe for passengers remaining on the vehicle. Assisted access must be in a dignified manner. Drivers may not assist wheelchairs up or down more than one step, unless it can be performed safely as determined by the passenger, guardian and driver.

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

### n. Smoking, Eating, and Drinking

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

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

### o. Passenger No-Shows

**Rule 41-2.006 (4) (o), F.A.C.:** The Community Transportation Coordinator and the local Coordinating Board shall jointly develop a policy on passenger no shows. Assessing fines to passengers for no shows is acceptable but such policy and process shall be identified in the local Transportation Disadvantaged Service Plan.

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

### p. Two-Way Communications

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

The Community Transportation Coordinator shall comply with this standard.

### q. Air Conditioning/Heating

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

The Community Transportation Coordinator shall comply with this standard.

r. First Aid

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

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

s. Cardiopulmonary Resuscitation

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

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

t. Driver Criminal Background Screening

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

**Local Policy:** All drivers in the coordinated system must have a criminal background check with local law enforcement and the Florida Department of Law Enforcement. All drivers must also have a driving records check.

u. Fixed Route Transit Utilization

**Rule 41-2.006 (4) (u), F.A.C.:** In areas where fixed route transportation is available, the Community Transportation Coordinator should jointly establish with the local Coordinating Board a percentage of total trips that will be placed on the fixed route system.

**Local Policy:** Not applicable.

v. Pick-Up Window

**Rule 41-2.006 (4) (v), F.A.C.:** The Community Transportation Coordinator should establish and address the passenger pick-up windows in the local Transportation Disadvantaged Service Plan. This policy should also be communicated to contracted operators, drivers, purchasing agencies and passengers.

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

## w. On-Time Performance

**Rule 41-2.006 (4) (w), F.A.C.:** The Community Transportation Coordinator and local Coordinating Board should jointly establish and address the percentage of trips that will be on-time in the local Transportation Disadvantaged Service Plan. This performance measure should be communicated to contracted operators, drivers, purchasing agencies and passengers. This measure should also be included as part of the Community Transportation Coordinator's evaluation of its contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

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

## x. Advance Reservation Requirement

**Rule 41-2.006 (4) (x), F.A.C.:** The Community Transportation Coordinator should establish and address in the local Transportation Disadvantaged Service Plan a minimum 24 hour advanced notification time to obtain services. This policy should be communicated to contracted operators, purchasing agencies and passengers.

**Local Policy:** Twenty-four hours advanced notice is required for all trips scheduled within the coordinated system. Service on Monday requires 72 hours advance notice.

## y. Safety

**Rule 41-2.006 (4) (y), F.A.C.:** The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the safety of the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

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

## z. Reliability

**Rule 41-2.006 (4) (z), F.A.C.:** The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the reliability of the vehicles utilized in the coordinated system. This measure should be used in the Community Transportation Coordinator's evaluation of the contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

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

## aa. Call-Hold Time

**Rule 41-2.006 (4) (aa), F.A.C.:** This performance measure can be used to address the accessibility of the service. The Community Transportation Coordinator and the local Coordinating Board should jointly determine if a standard for a call hold time is needed in the coordinated system and address this in the local service plan. If determined to be necessary, this standard should be included in the local Coordinating Board's evaluation of the Community Transportation Coordinator.

This standard is not applicable to this service area.

## bb. Quality of Service

**Rule 41-2.006 (4) (bb), F.A.C.:** The Community Transportation Coordinator and the local Coordinating Board should jointly establish and address in the local service plan a performance measure to evaluate the quality of service provided within the coordinated system. The measure should be used in the Community Transportation Coordinator's evaluation of contracted operators and the local Coordinating Board's evaluation of the Community Transportation Coordinator.

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

## cc. Safety Belt Usage

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

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

## 13. Local Grievance Procedure/Process

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

## 14. Passenger Code of Conduct

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

- Riders shall be ready to board the vehicle within 5 minutes of its arrival.
- Riders shall be prepared to share their ride with other passengers.
- No person may eat, drink or smoke on board any vehicle.
- No passenger may operate or tamper with any equipment on board any vehicle.
- Riders may not have radios, cassette tape players, CD players or other sound generating devices in operation while on board a vehicle, UNLESS it is connected to a headset.

- Disruptive behavior, which results in a distraction to the driver is deemed a safety hazard. Such behavior will not be tolerated and shall be grounds for suspension of transportation privileges.

**a. Verbal Abuse**

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

**b. Physical Abuse**

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

**c. Substance Abuse**

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

**d. Penalties**

The following penalties shall apply to service sponsored by Florida's Transportation Disadvantaged Program.

**Verbal Abuse**

- First offense – written warning
- Second offense – one week suspension of services
- Third offense – 30 day suspension of services
- Fourth offense – 90 day suspension of services
- Fifth offense – permanently removed from service

**Physical Abuse**

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

Second offense – 180 day suspension of services

Third offense - permanently removed from service

## e. Appeals

A rider has ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Lafayette County Transportation Disadvantaged Coordinating Board Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program. All requests for reconsideration must be in writing and delivered to:

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

and

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

The written request must include the name and address of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue. Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within 10 working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.

The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Lafayette County Transportation Disadvantaged Coordinating Board Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee.

## 15. Evaluation Process

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

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

See Appendix B.

## **Chapter III: Quality Assurance**

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

### **A. Community Transportation Coordinator Evaluation Process**

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

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

# Transportation Disadvantaged Grievance Procedures

September 28, 2015

Lafayette County  
Transportation Disadvantaged Coordinating Board



# Transportation Disadvantaged Grievance Procedures

Approved by the

Lafayette County  
Transportation Disadvantaged Coordinating Board

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

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**Curtis Hamlin, Chair**

with Assistance from



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

September 28, 2015

## Table of Contents

Chapter I: Lafayette County Transportation Disadvantaged Coordinating Board.....	1
Grievance Procedures .....	1
A. Preamble .....	1
B. Agency Description.....	1
C. Definitions .....	1
D. Purpose .....	2
E. Membership .....	3
F. Officers .....	3
G. Meetings .....	3
H. Administration.....	4
I. Duties .....	4
J. Procedures .....	4
K. Appeals .....	6
L. Suspension Reconsideration .....	7
M. Prohibition Against Retaliation .....	7
N. Alternative Recourse.....	8
O. Certification .....	8

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

### **A. Preamble**

The following sets forth the procedures for the Lafayette County Transportation Disadvantaged Coordinating Board to address grievances from agencies, users, potential users, sub-contractors, and other interested parties concerning Florida's Coordinated Transportation System.

### **B. Agency Description**

The Lafayette County Transportation Disadvantaged Coordinating Board, herein after referred to as the Board, is a public body appointed by the North Central Florida Regional Planning Council serving as the Designated Official Planning Agency as authorized by Section 427.015, Florida Statutes.

### **C. Definitions**

Transportation disadvantaged means those persons who because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

Agency means an official, officer, commission, authority, council, committee, department, division, bureau, board, section, or any other unit or entity of the state or of a city, town, municipality, county, or other local governing body or a private nonprofit transportation service-providing agency.

Community Transportation Coordinator means a transportation entity recommended by a metropolitan planning organization, or by the appropriate designated official planning agency as provided for in Section 427.011, Florida Statutes in an area outside the purview of a metropolitan planning organization, to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area.

Coordinating Board means an advisory entity in each designated service area composed of representatives appointed by the metropolitan planning organization or designated official planning agency, to provide assistance to the community transportation coordinator relative to the coordination of transportation services.

Coordination means the arrangement for the provision of transportation services to the transportation disadvantaged in a manner that is cost-effective, efficient and reduces fragmentation and duplication of services.

Designated Official Planning Agency means the official body or agency designated by the Commission to fulfill the functions of transportation disadvantaged planning in areas not covered by a Metropolitan Planning Organization. The Metropolitan Planning Organization shall serve as the designated official planning agency in areas covered by such organizations.

Designated Service Area means a geographical area recommended by a designated official planning agency, subject to approval by the Florida Commission for the Transportation Disadvantaged, which defines the community where coordinated transportation services will be provided to the transportation disadvantaged.

Florida's Coordinated Transportation System means a transportation system responsible for coordination and service provisions for the transportation disadvantaged as outlined in Chapter 427, Florida Statutes.

Grievance means a written complaint to document any concerns regarding the operation or administration of services provided by Florida's Coordinated Transportation System by the Community Transportation Coordinator, subcontracted transportation operators, the Designated Official Planning Agency, or the Board. A grievance may also be a service complaint that has been left unresolved for more than 45 days.

Memorandum of Agreement is the state contract for transportation disadvantaged services purchased with federal, state or local government transportation disadvantaged funds. This agreement is between the Florida Commission for the Transportation Disadvantaged and the Community Transportation Coordinator and recognizes the Community Transportation Coordinator as being responsible for the arrangement of the provision of transportation disadvantaged services for a designated service area.

Service complaint means routine incidents that occur on a daily basis, are reported to the driver or dispatcher, or to other individuals involved with the daily operations, and are resolved within the course of a reasonable time period suitable to the complainant. All service complaints shall be recorded and a summary of complaints should be provided by the Community Transportation Coordinator on a quarterly basis, to the Board.

Transportation Disadvantaged Service Plan means an annually updated plan jointly developed by the Designated Official Planning Agency and the Community Transportation Coordinator which contains a development plan, service plan and quality assurance components. The plan shall be approved and used by the local Coordinating Board to evaluate the Community Transportation Coordinator.

## **D. Purpose**

- (1) The Board shall appoint a Grievance Committee to serve as a mediator to process, and investigate complaints from agencies, users, potential users of the system and the Community Transportation Coordinator in the designated service area, and make recommendations to the Board for the improvement of service.
- (2) The Board shall establish procedures to provide regular opportunities for issues to be brought before the Grievance Committee and to address them in a timely manner. Members appointed to the Grievance Committee shall be voting members of the Board.

- (3) The Grievance Committee and the Board shall have the authority to hear and advise on grievances. When an entity makes a determination of the rights, duties, privileges, benefits, or legal relationships of a specified person or persons, it is exercising "adjudicative" or "determinative" powers. Deciding a grievance between two independent parties may fall within these parameters, depending on the nature of the grievance. Chapter 427, Florida Statutes grants no adjudicative powers to anyone.

## **E. Membership**

- (1) The Chair, subject to approval by the Board, shall appoint five (5) voting members to a Grievance Committee. The membership of the Grievance Committee shall include broad geographic representation from members of the local Coordinating Board representing the counties in the service area.
- (2) Term limits on the Grievance Committee may coincide with term limits on the Board.

## **F. Officers**

- (1) The Grievance Committee shall elect a Chair and Vice-Chair.

## **G. Meetings**

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

- (5) **Conflict of Interest.** In accordance with Chapter 112 (Part II), Florida Statutes, "No county, municipal, or other public office shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer know would inure to the special private gain or loss of a principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal which he or she is retained, of a relative or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Ethics Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter."

In cases where a grievance involves the private or personal interests of a member of the Grievance Committee, such member shall be disqualified from hearing such grievance. If a Grievant claims a conflict between the Grievant and a Grievance Committee member, the Grievance Committee member identified as having a conflict shall recuse themselves from hearing the grievance. No member of the Grievance Committee shall appear before the Grievance Committee as an agent or attorney for any person.

- (6) **Proxy Voting.** Proxy voting is not permitted.
- (7) **Parliamentary Procedures.** The Grievance Committee will conduct business using parliamentary procedures according to Robert's Rules of Order, except when in conflict with these Grievance Procedures.

## **H. Administration**

- (1) **Staff Support.** The North Central Florida Regional Planning Council shall provide the Grievance Committee with sufficient staff support and resources to enable the Grievance Committee to fulfill their responsibilities.
- (2) **Minutes.** The North Central Florida Regional Planning Council is responsible for maintaining an official set of minutes for each Grievance Committee meeting.

## **I. Duties**

The Grievance Committee shall make recommendations to the Board, the Community Transportation Coordinator, and/or to the Florida Commission for the Transportation Disadvantaged for improvement of service.

## **J. Procedures**

- (1) The grievance procedures shall be open to addressing concerns by any person or agency including but not limited to: purchasing agencies, users, potential users, private-for-profit operators, private-nonprofit operators, Community Transportation Coordinators, Designated Official Planning Agencies, elected officials, and drivers. The grievant, in their formal complaint, should demonstrate or establish their concerns as clearly as possible.

- (2) The Board must make a written copy of the grievance procedures available to anyone, upon request. All documents pertaining to the grievance process will be made available, upon request, in accessible format. The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Committee.
- (3) Should an interested party wish to file a grievance with the Board, that grievance must be filed in writing within ninety (90) days after the occurrence of the event giving rise to the grievance. The grievance shall be sent to:  
  
Lafayette County Transportation Disadvantaged Coordinating Board  
Grievance Committee  
2009 N.W. 67th Place  
Gainesville, FL 32653-1603
- (4) If requested, the North Central Florida Regional Planning Council staff will provide assistance to individuals in preparing written grievances.
- (5) The grievance should try to demonstrate or establish a clear violation of a specific law, regulation, or contractual arrangement. Copies of pertinent laws and regulations may be obtained from North Central Florida Regional Planning Council staff.
- (6) The grievance shall include:
  - a. the name, address and telephone number of the Complainant;
  - b. a statement of the grounds for the grievance and be supplemented by supporting documentation, made in a clear and concise manner; and
  - c. an explanation by the Complainant of the improvements needed to address the complaint.
- (7) If the Board receives a grievance pertaining to the operation of services by the Community Transportation Coordinator, that grievance shall be forwarded to the Community Transportation Coordinator for a written response. The Community Transportation Coordinator's written response shall be provided to the Grievance Committee at least one week prior to the Grievance Committee meeting to hear such grievance.
- (8) If the Complainant does not want to be contacted by the Community Transportation Coordinator concerning the grievance before the grievance is heard, the Community Transportation Coordinator is prohibited from contacting the Complainant.
- (9) Within fifteen (15) working days following the date of receipt of the formal grievance, North Central Florida Regional Planning Council staff shall advise the Grievance Committee of the grievance to schedule a hearing on the grievance and inform the Complainant of the hearing date.
- (10) The Grievance Committee shall meet to hear the grievance within forty-five (45) calendar days from the date of receipt of the grievance.
- (11) North Central Florida Regional Planning Council staff shall send notice of the Grievance Committee's scheduled hearing in writing to the local newspaper of greatest circulation, the Complainant and other interested parties.

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

## **K. Appeals**

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

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

- (2) The Complainant will be notified in writing of the date, time and place of the Board meeting where the appeal will be heard. This written notice will be mailed at least ten (10) calendar days in advance of the meeting.
- (3) The Board will meet to hear the appeal and render its recommendation within thirty (30) calendar days of the date the appeal was filed. A written copy of the recommendation will be mailed to all parties involved within ten (10) calendar days of the date of the recommendation.
- (4) Should a Complainant remain dissatisfied with the Board's decision, he or she may contact the Florida Commission for the Transportation Disadvantaged at the following address:

Florida Commission for the Transportation Disadvantaged  
605 Suwannee Street, MS-49  
Tallahassee, FL 32399-0450

- (5) The Florida Commission for the Transportation Disadvantaged also has an Ombudsman Program to assist individuals with complaints. The toll-free Ombudsman Hotline is 1-800-983-2435. Chapter 427, Florida Statutes does not expressly confer the power or authority for the Florida Commission for the Transportation Disadvantaged to "hear and determine" a grievance between two (2) third parties. The Florida Commission for the Transportation Disadvantaged may choose to listen to grievances and it can investigate them from a fact-finding perspective. It cannot be the "judge" or "arbiter" of the grievance in the sense of determining that one party's version of the facts is right and the other is wrong, and order the wrong party to somehow compensate the right party. On the other hand, the grievance may bring to light a problem within "the system."

- (6) If the grievance showed that one (1) of the parties with whom the Florida Commission for the Transportation Disadvantaged contracts was acting so aberrantly as to not be in compliance with its contract, the Florida Commission for the Transportation Disadvantaged could exercise whatever contractual rights it has to correct the problem.
- (7) The Florida Commission for the Transportation Disadvantaged may take part in the grievance process, if it wants to, for purposes of listening to the grieving parties and gathering the facts of the matter. It may not decide the grievance, where doing so would amount to an exercise of adjudicative powers.

## **L. Suspension Reconsideration**

- (1) If a rider has been issued a notice of suspension of service by the Community Transportation Coordinator, they have ten (10) calendar days from the date of issuance of suspension notice to request a reconsideration hearing on the suspension. If a reconsideration hearing is requested, the hearing will be held by the Grievance Committee if the suspension involves transportation provided under Florida's Transportation Disadvantaged Program.
- (2) The written request must include the name, address and telephone number of the person who is requesting the hearing and a statement as to why his or her riding privileges should not be suspended. If the request is not received within ten (10) calendar days from the issue date of the suspension, then the suspension becomes effective ten (10) calendar days from the date of issue.
- (3) Upon receipt of letter requesting the reconsideration hearing, a hearing shall be held within ten (10) working days. The North Central Florida Regional Planning Council will advise the person requesting the reconsideration hearing by return correspondence of the date, time and location of the hearing.
- (4) The person will be given the opportunity to present the reasons why they believe the suspension should not take place. The Grievance Committee will make a recommendation whether or not to uphold the suspension. A written statement of the recommendation shall be forwarded to the person requesting the hearing within two (2) working days after the hearing by the Grievance Committee. A written statement of the decision whether or not to uphold the suspension shall be forwarded by certified mail within two (2) working days by the Community Transportation Coordinator to the person requesting the hearing.

## **M. Prohibition Against Retaliation**

The Community Transportation Coordinator shall not take any punitive action against an individual who files a grievance. No individual shall be denied Transportation Disadvantaged Program services because such individual has filed a grievance related to Florida's Transportation Disadvantaged Program or has testified or is about to testify in any such proceeding or investigation related to Florida's Transportation Disadvantaged Program.

## **N. Alternative Recourse**

Apart from these grievance processes, aggrieved parties with proper standing may also have recourse through Chapter 120, Florida Statutes, administrative hearings process or the judicial court system.

## **O. Certification**

The undersigned hereby certifies that he/she is the Chair of the Lafayette County Transportation Disadvantaged Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this Board as adopted by the Lafayette County Transportation Disadvantaged Coordinating Board the 28th day of September 2015.

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Curtis Hamlin, Chair  
Lafayette County Transportation Disadvantaged Coordinating Board

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

**COMMUNITY TRANSPORTATION COORDINATOR:** Suwannee River Economic Council, Inc.

**COUNTY:** Lafayette

**CONTRACT PERIOD:** July 1, 2016 - June 30, 2017

**PURCHASING AGENCY:** Florida Commission for the Transportation Disadvantaged

<b>PROGRAM/SERVICE TYPE</b>	<b>COST PER PASSENGER MILE</b>
Transportation Disadvantaged Program Ambulatory	\$2.05/passenger mile
Transportation Disadvantaged Wheelchair	\$3.51/passenger mile
Transportation Disadvantaged Program Stretcher	\$7.31/passenger mile

## Preliminary Information Worksheet

Version 1.4

**CTC Name:** Suwannee River Economic Council, Inc.  
**County (Service Area):** Lafayette County  
**Contact Person:** Matt Pearson  
**Phone #** 386/362-4115 ext. 223

### Check Applicable Characteristic:

#### ORGANIZATIONAL TYPE:

- Governmental
- Private Non-Profit
- Private For Profit

#### NETWORK TYPE:

- Fully Brokered
- Partially Brokered
- Sole Source

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

**Comprehensive Budget Worksheet**

Version 1.4

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

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

	Prior Year's ACTUALS	Current Year's APPROVED Budget, as amended	Upcoming Year's PROPOSED Budget	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price.  Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
	July 1st of 2014 to June 30th of 2015	July 1st of 2015 to June 30th of 2016	July 1st of 2016 to June 30th of 2017			

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

Category	2014	2015	2016	% Change	Proposed % Change	Notes
<b>Local Non Govt</b>						
Fares						Local non-government revenues: \$19,155 are ERFD, the funds used for local match. \$24,717 excess Medicaid reimbursement in 15/16 months, and \$25,315 (approx) in 2017. Total investment of \$69,187.
Medicaid Co-Pay Received						
Donations/Contributions						
In-Kind, Contributed Services						
Other						
<b>Bus Pass Program Revenue</b>	\$ 15,747	\$ 28,134	\$ 41,004	275.5%	-30.5%	
<b>Local Government</b>						
District School Board						
County ADA Services						
County Cash						
County In-Kind, Contributed Services						
City Cash						
City In-Kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
<b>Bus Pass Program Revenue</b>						
<b>CTD</b>						
Non-Spons. Trip Program	\$ 132,356	\$ 142,044	\$ 142,044	7.3%	0.0%	
Non-Spons. Capital Equipment						
Rural Capital Equipment	\$ 6,200			-100.0%		
Other TD (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>USDOT &amp; FDOT</b>						
48 USC 5307						
48 USC 5310						
48 USC 5311 (Operating)	\$ 43,212	\$ 52,000	\$ 52,000	20.2%	0.0%	
48 USC 5311(Capital)						
Road Grant						
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>AHCA</b>						
Medicaid						
Other AHCA (specify in explanation)	\$ 18,743	\$ 18,000	\$ 18,100	-1.4%	0.6%	
<b>Bus Pass Program Revenue</b>						
<b>DCF</b>						
Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis. (Aging & Adult Serv.)						
Other DCF (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>DOH</b>						
Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>DOE (state)</b>						
Carl Perkins						
Dir of Blind Services						
Vocational Rehabilitation						
Day Care Programs						
Other DOE (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>AWI</b>						
WAGES/Workforce Board						
Other AWI (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>DOEA</b>						
Older Americans Act	\$ 2,039	\$ 2,000	\$ 2,000	-1.8%	0.0%	
Community Care for Elderly						
Other DOEA (specify in explanation)						
<b>Bus Pass Program Revenue</b>						
<b>DCA</b>						
Community Services						
Other DCA (specify in explanation)						
<b>Bus Pass Admin. Revenue</b>						

**Comprehensive Budget Worksheet**

Version 1.4

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

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

	Prior Year's ACTUALS Apr July 1st of 2014 to June 30th of 2015	Current Year's APPROVED Budget, as amended from July 1st of 2015 to June 30th of 2015	Upcoming Year's PROPOSED Budget from July 1st of 2016 to June 30th of 2017	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price  Explain Changes in Column 6 That Are > ± 10% and Abs > ± \$50,000
1	2	3	4	5	6	7

APD						
Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						
DJJ						
(specify in explanation)						
Bus Pass Program Revenue						
Other Fed or State						
XXX						
XXX						
XXX						
Bus Pass Program Revenue						
Other Revenues						
Interest Earnings						
XXXX						
XXXX						
Bus Pass Program Revenue						
Balancing Revenue to Prevent Deficit						
Actual or Planned Use of Cash Reserve						
Balancing Revenue is Short By =		None	None			
Total Revenues =	\$215,513	\$273,178	\$255,238	26.6%	-6.6%	

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors)						
<b>Operating Expenditures</b>						
Labor	\$ 48,457	\$ 92,431	\$ 87,940	93.7%	-4.9%	Materials and supplies anticipated decrease in budgeted item from previous budget year due to drop in gasoline prices
Fringe Benefits	\$ 26,625	\$ 49,446	\$ 44,931	83.0%	-9.3%	
Services	\$ 9,216	\$ 14,208	\$ 13,050	77.2%	-8.1%	
Materials and Supplies	\$ 22,140	\$ 49,131	\$ 42,551	117.4%	-11.4%	
Utilities	\$ 6,338	\$ 11,311	\$ 10,531	78.5%	-6.9%	
Casualty and Liability	\$ 10,762	\$ 14,051	\$ 14,121	40.0%	-1.7%	
Taxes	\$ 81	\$ 2,543	\$ 2,000	313.0%	-11.6%	
Purchased Transportation						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services		\$ 6,931	\$ 6,500		-0.5%	
Other						
Miscellaneous	\$ 437	\$ 2,591	\$ 3,000	582.2%	0.8%	
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 4,956	\$ 14,721	\$ 13,615	238.2%	-7.8%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect	\$ 15,385	\$ 15,731	\$ 15,753	2.5%	0.0%	
<b>Capital Expenditures</b>						
Equip. Purchases with Grant Funds	\$ 5,875				-100.0%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						
<b>ACTUAL YEAR GAIN</b>						
Total Expenditures =	\$148,928	\$273,178	\$255,238	85.9%	-6.6%	
See NOTES Below.						

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

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

**Budgeted Rate Base Worksheet**

Version 1.4

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

1. Complete applicable GREEN cells in column 3, YELLOW and BLUE cells are automatically completed in column 3
2. Complete applicable GOLD cells in columns 4 and 5

	Upcoming Year's BUDGETED Revenues		What amount of the Subsidy Revenue in col 2 will be generated by the application of the fare per mile as determined by the spreadsheet. Do not use as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXCLUDED from the Rate Base	What amount of the Subsidy Revenue in col 2 and 3 will be used to purchase equipment? Do not be used as match for the purchase of equipment?
	Year	From			
	2018	to June 30th of 2017			
	1	2	3	4	5

**REVENUES (CTC/Operators ONLY)**

**Local Non-DOT**

Taxes	\$	-
Medical Co Pay (Theatrical)	\$	-
Donations/Contributions	\$	-
in Kind, Contributed Services	\$	-
Other	\$	41,000
<b>Bus Pass Program Revenue</b>	\$	-

**Local Government**

District School Board	\$	-
County ADH Services	\$	-
County CEMV	\$	-
County in Kind, Contributed Services	\$	-
City Cash	\$	-
City in Kind, Contributed Services	\$	-
Other Cash	\$	-
Other in Kind, Contributed Services	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**CTD**

Non-Spec. Tax Program	\$	142,244
Non-Spec. Capital Equipment	\$	-
Road Capital Equipment	\$	-
Other CTD	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**USDOT & FDOT**

49 USC 5307	\$	-
49 USC 5310	\$	-
49 USC 5311 (Operations)	\$	12,000
49 USC 5311 (Capital)	\$	-
Busk Grant	\$	-
Service Development	\$	-
Emergency Assistance	\$	-
Other DOT	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**AVCA**

Medical	\$	-
Other AVCA	\$	18,100
<b>Bus Pass Program Revenue</b>	\$	-

**ICP**

Alcohol, Drug & Abuse/Inebriation	\$	-
Alcohol, Drug & Abuse/Respite	\$	-
Other: Care Enriching & Adult Serv.	\$	-
Other ICP	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**DOH**

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

**DOE (state)**

Child Welfare	\$	-
Div of Health Services	\$	-
Workforce Rehabilitation	\$	-
Day Care Programs	\$	-
Other DOE	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**AWI**

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

**DCEA**

Other Americans DL	\$	2,000
Emergency Care for Elderly	\$	-
Other DCEA	\$	-
<b>Bus Pass Program Revenue</b>	\$	-

**ICA**

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

	1	2	3	4	5
Local Non-DOT	\$				
Local Government	\$				
CTD	\$	142,244			
USDOT & FDOT	\$				
AVCA	\$	18,100			
ICP	\$				
DOH	\$				
DOE (state)	\$				
AWI	\$				
DCEA	\$	2,000			
ICA	\$				
<b>TOTAL</b>	\$	162,344	15,200	20,311	

YELLOW cells are NEVER Generated by Applying Authorized Rates

BLUE cells Should be funds generated by rates in this spreadsheet

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

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

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

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

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

**Budgeted Rate Base Worksheet**

Version 1.4

CTC: Suwannee River Economic Council, Inc.

County: Lafayette County

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

	Upcoming Year's BUDGETED Revenues		What amount of the Budgeted Revenue is to be allocated to the generation of the rate per year determined by this spreadsheet. OM cost an local match for transit fare revenue?	Budgeted Rate Excludes Excluded from the Rate Base	What amount of the Budgeted Revenue is to be allocated to the generation of the rate per year determined by this spreadsheet. OM cost an local match for transit fare revenue?
	From July 1st of 2016 to June 30th of 2017	2017			
<b>APD</b>					
Office of Disability Determination or Unemployment Services	\$ -	\$ -			
Other APD	\$ -	\$ -			
Bus Pass Program Revenue	\$ -	\$ -			
<b>DJJ</b>					
DJJ	\$ -	\$ -			
Bus Pass Program Revenue	\$ -	\$ -			
<b>Other Fed or State</b>					
no	\$ -	\$ -			
no	\$ -	\$ -			
Bus Pass Program Revenue	\$ -	\$ -			
<b>Other Revenues</b>					
Interest Earnings	\$ -	\$ -			
no	\$ -	\$ -			
no	\$ -	\$ -			
Bus Pass Program Revenue	\$ -	\$ -			
Voluntary Assistance to Prevent Default	\$ -	\$ -			
Actual or Projected Use of Cash Reserves	\$ -	\$ -			
<b>Total Revenues =</b>	<b>\$ 295,238</b>		<b>\$ 177,927</b>	<b>\$ 11,311</b>	

EXPENDITURES (CTC/Operators ONLY)	
<b>Operating Expenditures</b>	
Fuel	\$ 27,570
Driver Benefits	\$ 44,631
Salaries	\$ 13,068
Maintenance Supplies	\$ 12,651
Utilities	\$ 10,631
Capital and Liability	\$ 14,735
Taxes	\$ 2,602
<b>Purchased Transportation</b>	
Excessed Bus Pass Expenses	\$ -
School Bus Utilization Expenses	\$ -
Contracted Transportation Services	\$ 5,902
Other	\$ -
<b>Miscellaneous</b>	<b>\$ 3,092</b>
Operating Debt Service - Principal & Interest	\$ -
Leases and Rentals	\$ 13,015
Costs in Capital Equip. Replacement Fund	\$ -
Leased Contracted Services	\$ -
Allocated Interest	\$ 15,782
<b>Capital Expenditures</b>	
Equip. Purchases with State Funds	\$ -
Equip. Purchases with Local Revenue	\$ -
Equip. Purchases with State Government Share	\$ -
Capital Debt Service - Principal & Interest	\$ -
<b>Total Expenditures =</b>	<b>\$ 295,238</b>
minus: EXCLUDED Subsidy Revenue	\$ (7,311)
<b>Budgeted Total Expenditures INCLUDED in Rate Base =</b>	<b>\$ 177,927</b>
Rate Base Adjustment	
<b>Adjusted Expenditures in Rate Base =</b>	<b>\$ 177,927</b>

\$ 17,311

Amount of Budgeted Operating Rate Subsidy Revenue

**\*Rate Base Adjustment Cell**

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

<sup>1</sup> The Difference between Expenditures and Revenues for Fiscal Year 2014 - 2016

Once Completed, Proceed to the Worksheet entitled "Program-wide Rates"

**Worksheet for Program-wide Rates**

CTC: Suwannee River Et Version 1.4  
 County: Lafayette County

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

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

PROGRAM-WIDE RATES	
Total Projected Passenger Miles =	60,000
Rate Per Passenger Mile = \$	2.22
Total Projected Passenger Trips =	4,000
Rate Per Passenger Trip = \$	44.48

Fiscal Year

2016 - 2017

Avg. Passenger Trip Length = 20.0 Miles

Rates if No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	3.19
Rate Per Passenger Trip = \$	63.81

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

**Vehicle Miles**

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

**Vehicle Revenue Miles (VRM)**

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

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

**Passenger Miles (PM)**

The cumulative sum of the distances ridden by each passenger.

**Worksheet for Multiple Service Rates**

CTC: **Sourthern Bus Union 14**  
County: **Lafayette County**

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

**SECTION I: Services Provided**

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

Arbitrary <input type="radio"/> Yes <input type="radio"/> No	Wheelchair <input type="radio"/> Yes <input type="radio"/> No	Stretcher <input type="radio"/> Yes <input type="radio"/> No	Group <input type="radio"/> Yes <input type="radio"/> No
--	---	--	--

Go to Section I for Arbitrary Service

Go to Section II for Wheelchair Service

Go to Section III for Stretcher Service

Go to Section IV for Group Service

**STOP! Do NOT Complete Sections I - IV for Group Service**

**SECTION II: Contracted Services**

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

Arbitrary <input type="radio"/> Yes <input type="radio"/> No	Wheelchair <input type="radio"/> Yes <input type="radio"/> No	Stretcher <input type="radio"/> Yes <input type="radio"/> No	Group <input type="radio"/> Yes <input type="radio"/> No
--	---	--	--

Go to Section II for Arbitrary Service

Go to Section III for Wheelchair Service

Go to Section IV for Stretcher Service

Go to Section V for Group Service

**STOP! Do NOT Complete Sections II - V for Group Service**

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

<input type="radio"/> Yes <input type="radio"/> No			
---	---	---	---

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

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

Go to Section III for Arbitrary Service

Go to Section III for Wheelchair Service

Go to Section IV for Stretcher Service

Go to Section V for Group Service

Effective Rate for Contracted Services  
per Passenger Mile  
per Passenger Trip

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

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

Go to Section III for Arbitrary Service

Go to Section III for Wheelchair Service

Go to Section IV for Stretcher Service

Go to Section V for Group Service

**Combination Trip and Mile Rate**

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

Go to Section III for Arbitrary Service

Go to Section III for Wheelchair Service

Go to Section IV for Stretcher Service

Go to Section V for Group Service

### Worksheet for Multiple Service Rates

CTC: Streamline Rural Transit 1.4  
County: Lafayette County

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

---

#### SECTION III: Escort Service

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

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

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

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

---

#### SECTION IV: Group Service Loading

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

And what is the projected total number of Group Vehicle Revenue Miles?  *Leading Rate 8.00 \$3.100*

---

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

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

		RATES FOR FY: 2016 - 2017			
		Ambul	Wheel Chair	Stretcher	Group
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	30,300	71,458	8,103	450	0 <i>Leave Blank</i>
Rate per Passenger Mile =		\$2.05	\$3.51	\$7.31	\$0.00 <i>per passenger per group</i>
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	4,000	2,022	370	7	0 <i>Leave Blank</i>
Rate per Passenger Trip =		\$41.55	\$71.23	\$146.39	\$0.00 <i>per passenger per group</i>
Combination Trip and Mile Rate					
		Ambul	Wheel Chair	Stretcher	Group
INPUT the Desired Rate per Trip (but must be less than per trip rate above) =					\$0.00
Rate per Passenger Mile for Balance =		\$2.05	\$3.51	\$7.31	\$0.00 <i>per passenger per group</i>

Rates if No Revenue Funds Were Identified As Subsidy Funds						
		Ambul	Wheel Chair	Stretcher	Group	
Rate per Passenger Mile =		\$2.94	\$5.03	\$10.48	\$0.00	\$0.00 <i>per passenger per group</i>
Rate per Passenger Trip =		\$58.80	\$102.18	\$212.87	\$0.00	\$0.00 <i>per passenger per group</i>

Program-wide Rates per Year, Medicaid Recipients Data

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# Appendix C: Vehicle Inventory

Suwannee River Economic Council, Inc.  
TRANSPORTATION VEHICLE INVENTORY

Updated 4/15/16

COUNTY	BUS #	VEHICLE IDENTIFICATION NUMBER	YEAR*	MAKE	SEATS	SOURCE	CONTRACT NUMBER or FDOT #	TAG NUMBER	EXPIRES	MILEAGE	MILEAGE DATE	MODEL	LENGTH	DATE IN SVC
Lafayette	L02	1GB3G2BG9D1175725	2013	Chevy Cutaway	8+2	TD-RC	AQU07	X7478B	6-15	38,915	12/4/15	BUS	22'	8/1/13
Lafayette	L05	57WMD1A68EM100938	2014	Mobility Ventures	4+2	TD-RC	G0407	X8231C	6-15	501	1/29/16	MV-1		
Lafayette	L10	1GB3G2BGXE1198073	2015	Chevy Cutaway	8+2	FDOT	91228	X4080C	6-15	22,300	10/28/15	G350	22'	11/24/14

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# Appendix D: Safety Compliance Self Certification



**Bus Transit System Annual Safety and Security Certification**  
*Certifying Compliance with Rule 14-90, FAC to the  
Florida Department of Transportation (FDOT)*

Certification Date (Current): 2016

Certification Year: (Previous): 2015

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

POB 70

Live Oak FL 32064

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

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

Blue Ink Signature: Matt  
(Individual Responsible for Assurance of Compliance)

Date: 1/6/16

Name: Matt Pearson Title: Executive Director

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

Name: See Attachment

Name of Qualified Mechanic who Performed Annual Inspections: See Attachment

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

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# North Central Florida Regional Planning Council

## *Transportation Disadvantaged Service Plan Team*

Scott R. Koons, AICP, Executive Director

\* Lynn Franson-Godfrey, AICP, Senior Planner

\* Primary Responsibility  
\*\* Secondary Responsibility



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**Lafayette County  
Transportation Disadvantaged Coordinating Board**

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

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May 16, 2016

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

RECOMMENDATION

**Elect a Vice-Chair.**

BACKGROUND

Chapter I. F. of the Board's Bylaws requires the Board to elect a Vice-Chair. The Vice-Chair serves a term of one year. Ms. Sheryl Rehberg is currently serving as Vice-Chair. Her term of appointment will expire in July 2016. The Board may re-elect Ms. Rehberg or elect a new Vice-Chair.

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

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May 16, 2016

TO: Lafayette 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

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

1. Suwannee River Economic Council Operations Report January - March 2016;
2. Fiscal Year 2015/16 Transportation Disadvantaged Trust Fund Status Report;
3. Suwannee River Economic Council Complaint/Commendation Report January - March 2016; and
4. Suwannee River Economic Council Trip Denial Report January - March 2016.

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

**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.



**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JANUARY - MARCH 2016**

OPERATING DATA	SREC
<b>NUMBER OF INVOICED TRIPS</b>	<b>1,025</b>
Florida Managed Medical Assistance Program	50
Florida Transportation Disadvantaged Program	826
S.R.E.C. - Title III-B Meal Site	149
<b>TOTAL VEHICLE MILES</b>	<b>17,282</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>12,669</b>
<b>TOTAL VEHICLE HOURS</b>	<b>605</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>\$50,126.52</b>
Florida Managed Medical Assistance Program	\$4,244.60
Transportation Disadvantaged Program	\$44,689.92
S.R.E.C. - Title III-B Meal Site	\$1,192.00
<b>AVERAGE COST PER TRIP</b>	<b>\$48.90</b>
Florida Managed Medical Assistance Program	\$84.89
Transportation Disadvantaged Program	\$54.10
S.R.E.C. - Title III-B Meal Site	\$8.00
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$2.90</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$3.96</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$82.85</b>
<b>TRIP PURPOSE*</b>	
Medical	876
Employment	
Education/Training	
Shopping	
Meal Site	149
Recreation	
Other	
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>90</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>9%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>3</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>342</b>
<b>AVERAGE MILES PER TRIP</b>	<b>17</b>
<b>NUMBER OF ROADCALLS</b>	<b>1</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>17,282</b>

**QUARTERLY OPERATING REPORT  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.  
LAFAYETTE COUNTY  
JANUARY 2014 - MARCH 2014**

OPERATING DATA	TOTAL
<b>NUMBER OF INVOICED TRIPS</b>	<b>787</b>
Medicaid	150
TD Trust Fund	567
S.R.E.C. - Title III-B Meal Site	70
<b>TOTAL VEHICLE MILES</b>	<b>10,530</b>
<b>TOTAL REVENUE VEHICLE MILES</b>	<b>8,255</b>
<b>TOTAL VEHICLE HOURS</b>	<b>417</b>
<b>TOTAL DOLLARS INVOICED</b>	<b>58,942</b>
Medicaid	\$17,489.31
TD Trust Fund	\$40,892.88
S.R.E.C. - Title III-B Meal Site	\$560.00
<b>AVERAGE COST PER TRIP</b>	<b>\$74.89</b>
Medicaid	\$116.60
TD Trust Fund	\$72.12
S.R.E.C. - Title III-B Meal Site	\$8.00
<b>AVERAGE COST PER VEHICLE MILE</b>	<b>\$5.60</b>
<b>AVERAGE COST PER REVENUE VEHICLE MILE</b>	<b>\$7.14</b>
<b>AVERAGE COST PER VEHICLE HOUR</b>	<b>\$141.35</b>
<b>TRIP PURPOSE*</b>	
Medical	717
Employment	0
Education/Training	0
Shopping	0
Meal Site	70
Recreation	0
Other	0
<b>NUMBER OF TRIPS DENIED</b>	<b>0</b>
<b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>	<b>47</b>
<b>PERCENT OF SINGLE PASSENGER TRIPS</b>	<b>6%</b>
<b>NUMBER OF ACCIDENTS</b>	<b>0</b>
<b>NUMBER OF VEHICLES</b>	<b>7</b>
<b>AVERAGE TRIPS PER VEHICLE</b>	<b>112</b>
<b>AVERAGE MILES PER TRIP</b>	<b>13</b>
<b>NUMBER OF ROADCALLS</b>	<b>0</b>
<b>MILES BETWEEN ROADCALLS</b>	<b>10,530</b>

Source: Suwannee River Economic Council

**2015-2016 TRIP/EQUIPMENT GRANT SUMMARY  
LAFAYETTE COUNTY**

**CONTRACT AMOUNT: \$142,044.00**

<b>MONTH/ YEAR</b>	<b>TOTAL DOLLARS SPENT</b>	<b>TRUST FUND (90%)</b>	<b>LOCAL MATCH (10%)</b>	<b>TOTAL AMOUNT REMAINING</b>	<b>NUMBER OF TRIPS</b>	<b>AVERAGE COST PER TRIP</b>
Jul-15	\$9,721.80	\$8,749.62	\$972.18	\$132,322.20	159	\$61.14
Aug-15	\$14,160.18	\$12,744.16	\$1,416.02	\$118,162.02	219	\$64.66
Sep-15	\$10,981.08	\$9,882.97	\$1,098.11	\$107,180.94	197	\$55.74
Oct-15	\$14,234.40	\$12,810.96	\$1,423.44	\$92,946.54	252	\$56.49
Nov-15	\$11,833.02	\$10,649.72	\$1,183.30	\$81,113.52	229	\$51.67
Dec-15	\$12,760.14	\$11,484.13	\$1,276.01	\$68,353.38	210	\$60.76
Jan-16	\$17,913.57	\$16,122.21	\$1,791.36	\$50,439.81	303	\$59.12
Feb-16	\$13,624.59	\$12,262.13	\$1,362.46	\$36,815.22	274	\$49.72
Mar-16	\$13,151.76	\$11,836.58	\$1,315.18	\$23,663.46	249	\$52.82
Apr-16				\$23,663.46		#DIV/0!
May-16				\$23,663.46		#DIV/0!
Jun-16				\$23,663.46		#DIV/0!

**LAFAYETTE COUNTY  
UNMET TRANSPORTATION NEEDS  
JANUARY - MARCH 2016**

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

Source: Suwannee River Economic Council

**LAFAYETTE COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
JANUARY - MARCH 2016**

<b>TYPE OF COMPLAINT</b>	<b>TOTAL</b>	<b>Resolved</b>
<b>Vehicle Condition</b>	<b>0</b>	<b>-</b>
<b>Driver's Behavior</b>	<b>1</b>	<b>Yes</b>
<b>Client Behavior</b>	<b>0</b>	<b>-</b>
<b>Tardiness - Late pickup</b>	<b>0</b>	<b>-</b>
<b>Tardiness - Late dropoff</b>	<b>0</b>	<b>-</b>
<b>No Show by Operator</b>	<b>0</b>	<b>-</b>
<b>Dispatch/Scheduling</b>	<b>0</b>	<b>-</b>
<b>Service Denial</b>	<b>0</b>	<b>-</b>
<b>Other</b>	<b>0</b>	<b>-</b>
<b>TOTALS</b>	<b>1</b>	<b>-</b>
<b>COMMENDATIONS</b>	<b>0</b>	<b>-</b>

Source: Suwannee River Economic Council

**ATTENDANCE RECORD**

**LAFAYETTE COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

<b>MEMBER/ORGANIZATION</b>	<b>NAME</b>	<b>6/22/15</b>	<b>9/28/15</b>	<b>11/16/15</b>	<b>3/28/16</b>
Chair	Commissioner Anthony Adams				P
Florida Department of Transportation Alternate Member	Sandra Collins Janell Damato	P A	P A	P A	P A
Florida Department of Children and Families Alternate Member	Kay Tice (Vacant)	A	A	A	A
Florida Agency for Health Care Administration Alternate Member	Dewece Ogden Pamela Hagley		P A	A A	P A
Florida Department of Education Alternate Member	(Vacant) (Vacant)				
Public Education Alternate Member	Richie Page (Vacant)	A	A	A	A
Citizen Advocate Alternate Member	Cindy Morgan Rhoda Pate	A A	A A	A A	A A
Citizen Advocate-User Alternate Member	(Vacant) (Vacant)				
Elderly Alternate Member	Martha Humphries (Vacant)	P	P	P	A
Veterans Alternate Member	Carlton Black (Vacant)	P	A	P	P
Persons with Disabilities Alternate Member	(Vacant) (Vacant)				
Florida Department of Elder Affairs Alternate Member	Ricky Lyons (Vacant)	A	A	P	A
Children at Risk Alternate Member	Colleen Cody (Vacant)		P	P	P
Local Medical Community Alternate Member	Ginger Calhoun (Vacant)	A	P	P	P
Regional Workforce Board Alternate Member	Sheryl Rehberg Anthony Jennings	P A	A A	A P	P P

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."

