



March 4, 2021

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

The Levy County Transportation Disadvantaged Coordinating Board will hold a business meeting **Thursday, March 18, 2021 at 10:00 a.m.** in the Board of County Commissioners Meeting Room in the Levy County Courthouse located at **310 School Street, Bronson, Florida.**

The Centers for Disease Control and Prevention social/physical distancing guidelines will be followed in the meeting room. Wearing of face coverings will be required. Meeting participants must stay at least six feet (about two arms' length) from other persons. Due to social distancing requirements, there will be limitations on the number of persons permitted to enter the meeting room and/or building. To keep the meeting room attendance to a maximum of ten persons, the meeting will also be conducted via communications media technology in the following format:

DIAL IN NUMBER: **Toll free 1.888.585.9008**

CONFERENCE CODE: **864 183 272**

**Board members may participate and vote, via communications media technology, however, six Board members must be present to establish a physical quorum and to vote on agenda items that require formal action.**

According to the Centers for Disease Control and Prevention, individuals at the greatest risk for severe illness from COVID-19 are those aged 65 or older. There are also other factors that can increase your risk for severe illness such as having underlying medical conditions. We encourage Board members who may have an increased risk of severe illness from COVID-19 to participate via communications media technology.

We will contact Board members prior to the meeting to ensure a physical quorum will be present and to ensure the meeting room attendance will be below 10.

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

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired, please contact our office using the Florida Relay Service, 1.800.955.8771 (TDD) or 1.800.955.8770 (Voice).

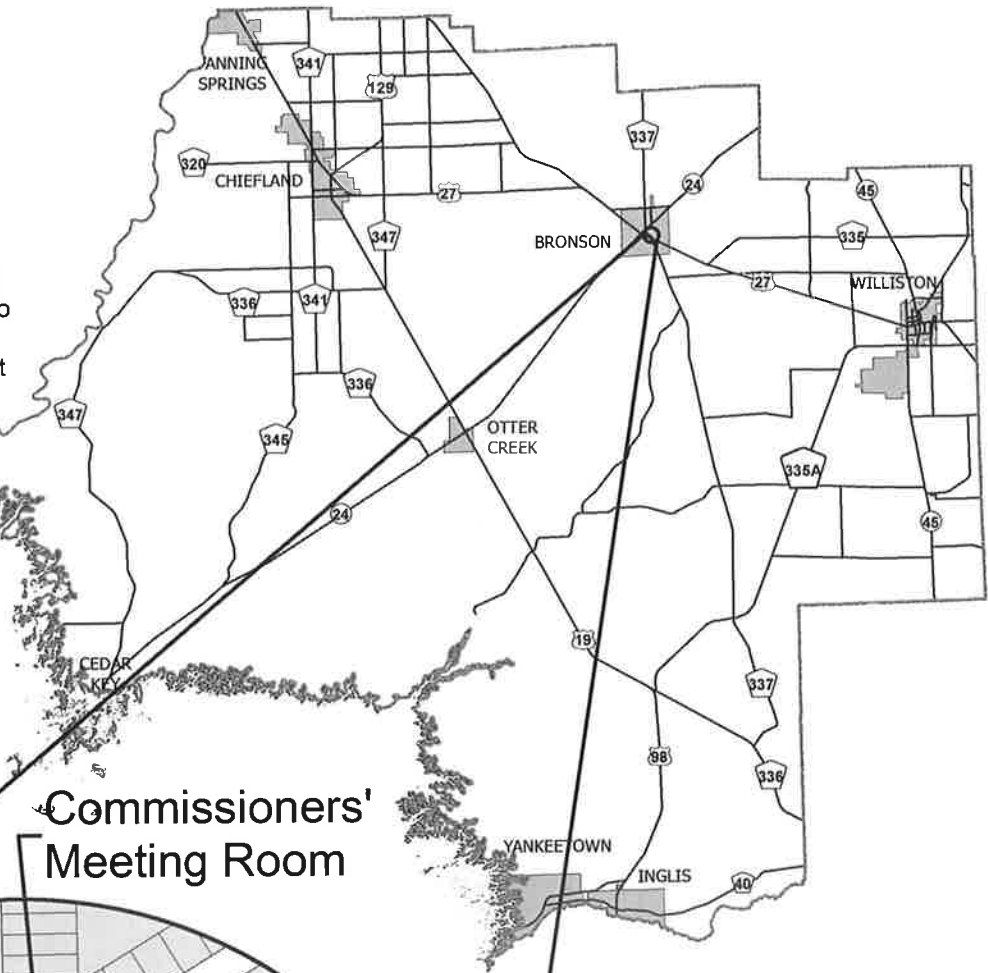
Attachments

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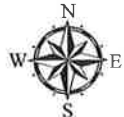
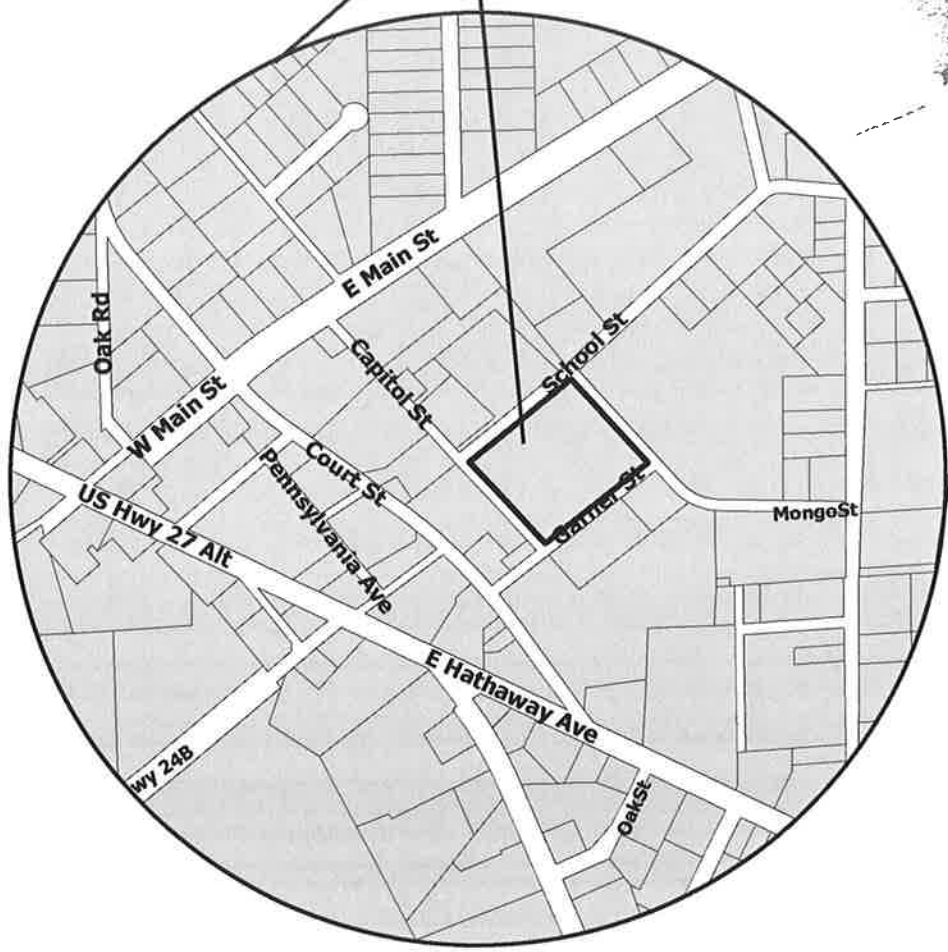
Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.

# Board of County Commissioners' Meeting Room, 310 School Street Bronson, Florida

Directions: From the intersection of State Road 24 (also known as West Thrasher Drive) and US Highway 27 Alt in the Town of Bronson, head south onto US Highway 27 Alt about one block. Turn left onto Main Street, and turn right onto Capital Street, about two blocks. Turn left onto School Street, and the Levy County Board of County Commissioners' Meeting Room will be on the right.



Commissioners'  
Meeting Room



1 inch = 667 feet





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**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**MEETING ANNOUNCEMENT AND AGENDA**

Board of County Commissioners' Meeting Room  
**310 School Street**  
Bronson, Florida  
**Dial in Number: Toll free 1.888.585.9008**  
**Conference Code: 864 183 272**

Thursday  
March 18, 2021  
10:00 a.m.

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

**A. Invocation**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Public Comments**

**E. Approval of the Meeting Agenda**

**ACTION REQUIRED**

**F. Approval of the September 17, 2020  
Minutes**

**Page 7**

**ACTION REQUIRED**

**II. NEW BUSINESS**

**A. Introduction to Florida's Coordinated  
Transportation System**

**Page 11**

**NO ACTION REQUIRED**

Staff will discuss Florida's Coordinated Transportation System and Section 112.3143,  
Florida Statutes concerning voting conflicts of interest

**B. 2019/20 Annual Performance Evaluation**

**Page 49**

**ACTION REQUIRED**

The Board needs to approve Levy County Transit's 2019/20 annual performance  
evaluation

**C. 2019/20 Annual Operating Report**

**Page 83**

**NO ACTION REQUIRED**

The Board needs to review the 2019/20 Annual Operating Report

- D. Elect Vice-Chair** **Page 93** **ACTION REQUIRED**

The Board needs to re-elect Renate Cannon as Vice-Chair or elect a new Vice-Chair

- E. Levy County Transit Operations Reports** **Page 95** **NO ACTION REQUIRED**

**III. OTHER BUSINESS**

- A. Comments**

**IV. FUTURE MEETING DATES**

- A. April 15, 2021 at 10:00 a.m.**
- B. September 15, 2021 at 10:00 a.m.**
- C. November 18, 2021 at 10:00 a.m.**
- D. January 13, 2022 at 10:00 a.m.**

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

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

**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

| <b>MEMBER/REPRESENTING</b>   | <b>ALTERNATE/REPRESENTING</b>  |
|--|--|
| Commissioner John Meeks<br>Local Elected Official/Chair  | Not applicable   |
| Sandra Collins<br>Florida Department of Transportation<br>Grievance/Annual Evaluation Committee Member         | Lauren Adams<br>Florida Department of Transportation   |
| John Wisker<br>Florida Department of Children and Families<br>Grievance/Annual Evaluation Committee Member     | Amy Burton<br>Florida Department of Children and Families  |
| Jeff Aboumrad<br>Florida Department of Education   | Peter Shepis<br>Florida Department of Education  |
| Matthew Pearson<br>Florida Department of Elder Affairs<br>Annual Evaluation Committee Member                   | Vacant<br>Florida Department of Elder Affairs  |
| Deweese Ogden<br>Florida Agency for Health Care Administration<br>Grievance/Annual Evaluation Committee Member | Pamela Hagley<br>Florida Agency for Health Care Administration                                       |
| Sheryl Dick-Stanford<br>Florida Agency for Persons with Disabilities   | Sylvia Bamburg<br>Florida Agency for Persons with Disabilities                                       |
| Cindy LeCouris<br>Regional Workforce Board   | Dale French<br>Regional Workforce Board  |
| Tiffany McKenzie<br>Central Florida Community Action Agency, Inc.<br>Term ending June 30, 2023                 | Charles J. Harris, Jr.<br>Central Florida Community Action Agency, Inc.<br>Term ending June 30, 2023 |
| Gary Masters<br>Public Education Community<br>Grievance Committee Member                                       | Joseph Wain<br>Public Education Community  |
| Robert E. Lowyns<br>Veterans<br>Grievance/Annual Evaluation Committee Member<br>Term ending June 30, 2023      | Julie E. Rose<br>Veterans<br>Term ending June 30, 2023   |
| Renate M. Cannon, Vice-Chair<br>Citizen Advocate<br>Term ending June 30, 2021                                  | Vacant<br>Citizen Advocate<br>Term ending June 30, 2021  |
| Tammy Jean Ippolito<br>Citizen Advocate - User<br>Term ending June 30, 2021                                    | Vacant<br>Citizen Advocate - User<br>Term ending June 30, 2021                                       |
| Vacant<br>Persons with Disabilities<br>Annual Evaluation Committee Member<br>Term ending June 30, 2021         | Vacant<br>Persons with Disabilities<br>Term ending June 30, 2021                                     |
| Vacant<br>Elderly<br>Term ending June 30, 2023   | Vacant<br>Elderly<br>Term ending June 30, 2023   |
| Vacant<br>Medical Community<br>Term ending June 30, 20122  | Vacant<br>Medical Community<br>Term ending June 30, 2022   |
| Sandra Woodard<br>Children at Risk<br>Term ending June 30, 2022  | Brooke Ward<br>Children at Risk<br>Term ending June 30, 2022   |
| Vacant<br>Private Transit<br>Term ending June 30, 2022   | Vacant<br>Private Transit<br>Term ending June 30, 2022   |

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



**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

**VIRTUAL MEETING MINUTES**

Virtual Meeting  
Dial in Number: Toll free 1.888.585.9008  
Conference Code: 864 183 272

Thursday  
September 17, 2020  
10:00 a.m.

**VOTING MEMBERS PRESENT**

Commissioner Matt Brooks, Chair  
Sandra Collins, Florida Department of Transportation Representative  
Renate M. Cannon, Citizen Advocate, Vice-Chair  
Helen “Renee” Cooke, Florida Agency for Persons with Disabilities Representative  
Cindy LeCouris, Regional Workforce Board Representative  
Tiffany McKenzie, Central Florida Community Action Agency, Inc. Representative  
John Wisker, Florida Department of Children and Families Representative  
Deweece Ogden, Florida Agency for Health Care Administration Representative  
Sandra Woodard, Children at Risk Representative

**VOTING MEMBERS ABSENT**

Jeff Aboumrad, Florida Department of Education Representative  
Tammy Ippolito, Citizen Advocate – User  
Robert E. Lowyns, Veterans Representative  
Gary Masters, Public Education Representative  
Matthew Pearson, Florida Department of Elder Affairs Representative

**OTHERS PRESENT**

Connie Conley, Levy County Transit  
Christina Nalsen, Florida Department of Transportation

**STAFF PRESENT**

Lynn Godfrey, North Central Florida Regional Planning Council

**I. BUSINESS MEETING CALL TO ORDER**

Chair Brooks called the meeting to order at 10:00 a.m.

**A. Invocation**

Ms. Connie Conley, Levy County Transit Director, gave the invocation.

**B. Pledge of Allegiance**

Chair Brooks led the Board in reciting the Pledge of Allegiance.

**C. Roll Call**

The roll was called by Ms. Lynn Godfrey, North Central Florida Regional Planning Council Senior Planner, and, a quorum was declared present.

**D. Public Comments**

There were no public comments.

**E. Approval of the Meeting Agenda**

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

**F. Approval of the June 18, 2020 Meeting Minutes**

**ACTION: Renate Cannon moved to approve the June 18, 2020 meeting minutes. Cindy LeCouris seconded; motion passed unanimously.**

**II. NEW BUSINESS**

**A. 2020/25 Memorandum of Agreement**

Ms. Godfrey stated that the Memorandum of Agreement is an agreement between the Florida Commission for the Transportation Disadvantaged and the Board of County Commissioners of Levy County, Florida. She said the Memorandum of Agreement designates the Board of County Commissioners of Levy County, Florida the Community Transportation Coordinator for Levy County.

**ACTION: Sandra Woodard moved to approve the 2020/25 Memorandum of Agreement between the Florida Commission for the Transportation Disadvantaged and the Board of County Commissioners of Levy County, Florida. Renate Cannon seconded; motion passed unanimously.**



**B. Bylaws**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Bylaws annually. She said staff is recommending the addition of G. Meetings (12) Public Comment to the Bylaws.

**ACTION: Renate Cannon moved to approve the Bylaws as amended. Sandra Collins seconded; motion passed unanimously.**

**C. Grievance Procedures**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged requires the Board to review and approve the Grievance Procedures annually. She said staff is recommending the addition of G. Meetings (8) Public Comment to the Grievance Procedures.

**ACTION: Cindy LeCouris moved to approve the Grievance Procedures as amended. Renate Cannon seconded; motion passed unanimously.**

**D. Trip and Equipment Grant Allocation Methodology**

Ms. Godfrey stated that the Florida Commission for the Transportation Disadvantaged is conducting a study to explore changes to the Trip and Equipment Grant allocation methodology within Rule Chapter 41-2.014 Florida Administrative Code. She said the Executive Summary of the draft final report published by the Florida Commission for the Transportation Disadvantaged is included in the meeting materials. She said the Florida Commission for the Transportation Disadvantaged will hold a Rule Change Workshop on September 30, 2020 concerning this issue. She said more information about the study can be found on the Florida Commission for the Transportation Disadvantaged webpage.

Renate Cannon asked why the Florida Commission for the Transportation Disadvantaged is considering changing the Trip and Equipment Grant funding formula.

Ms. Connie Conley, Levy County Transit Director, stated that the urban counties have been expressing concern about the current funding formula. She said the recommended changes may reduce the amount of funding Levy County receives from this grant program.

Ms. Godfrey stated that recommendations were submitted that would help the rural areas.

Renate Cannon asked staff to provide the Board with those recommendations.

**E. Levy County Transit Operations Reports**

Ms. Conley discussed the Levy County Transit operations reports.

**III. OTHER BUSINESS**

**A. Comments**

There were no comments.

**IV. FUTURE MEETING DATES**

Chair Books stated that the next meeting of the Board is scheduled for Thursday, November 19, 2020 at 10:00 a.m.

**ADJOURNMENT**

The meeting was adjourned at 10:30 a.m.

\_\_\_\_\_  
Coordinating Board Chair

\_\_\_\_\_  
Date



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March 4, 2021

TO: Levy County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: Introduction to Florida’s Coordinated Transportation System

RECOMMENDATION

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

BACKGROUND

The Florida Commission for the Transportation Disadvantaged requires Board members to comply with the requirements of Section 112.3143, Florida Statutes and Section 286, Florida Statutes.

Attached are the following documents for the Board’s information:

- An Introduction to Florida’s Coordinated Transportation System;
- Section 112.3143, Florida Statutes concerning voting conflicts of interest; and
- Section 286, Florida Statutes concerning Florida Sunshine Law.

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

Attachments

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# **TD 101 – A Comprehensive Overview of the Transportation Disadvantaged Program**

**Commission for the Transportation Disadvantaged**

**September 17, 2019**



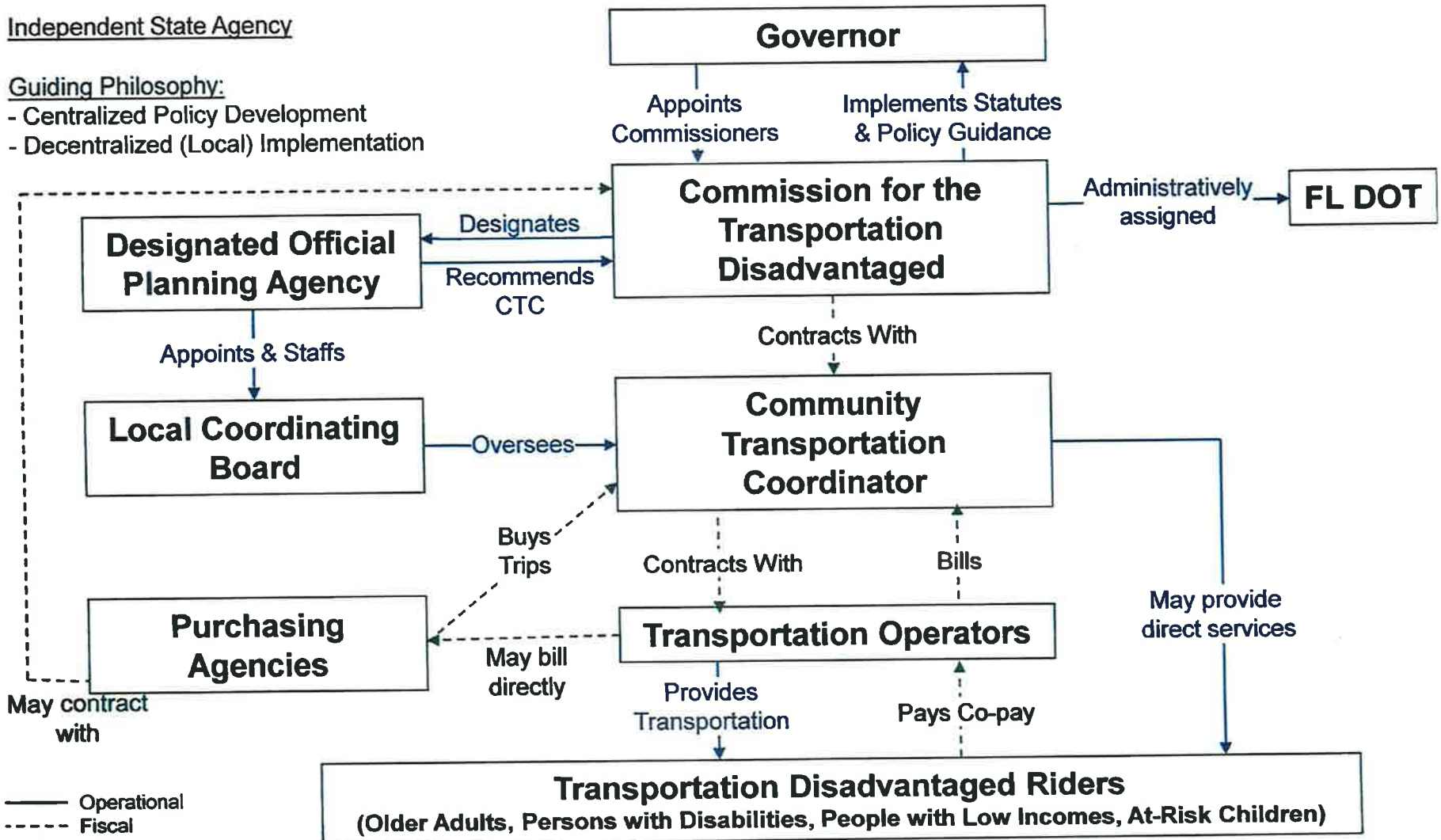
# Florida's Coordinated Transportation System Organizational Structure

## Transportation Disadvantaged Riders

Independent State Agency

Guiding Philosophy:

- Centralized Policy Development
- Decentralized (Local) Implementation



## Who Do We Serve?

- Older Adults
- Persons with Disabilities
- People with Low Income
- At-Risk Children



Florida Commission for the



Transportation  
Disadvantaged

## They Could Need A Ride To...



- Medical Services
- Work
- School
- Grocery Store





# Commission for the Transportation Disadvantaged

## Purpose (427.013 F.S.):

Accomplish the **coordination** of transportation services provided to the transportation disadvantaged.

**Coordination Defined:** 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

## Goal (427.013 F.S.):

To assure the cost-effective provision of transportation by qualified CTCs or transportation operators.



# Commission for the Transportation Disadvantaged

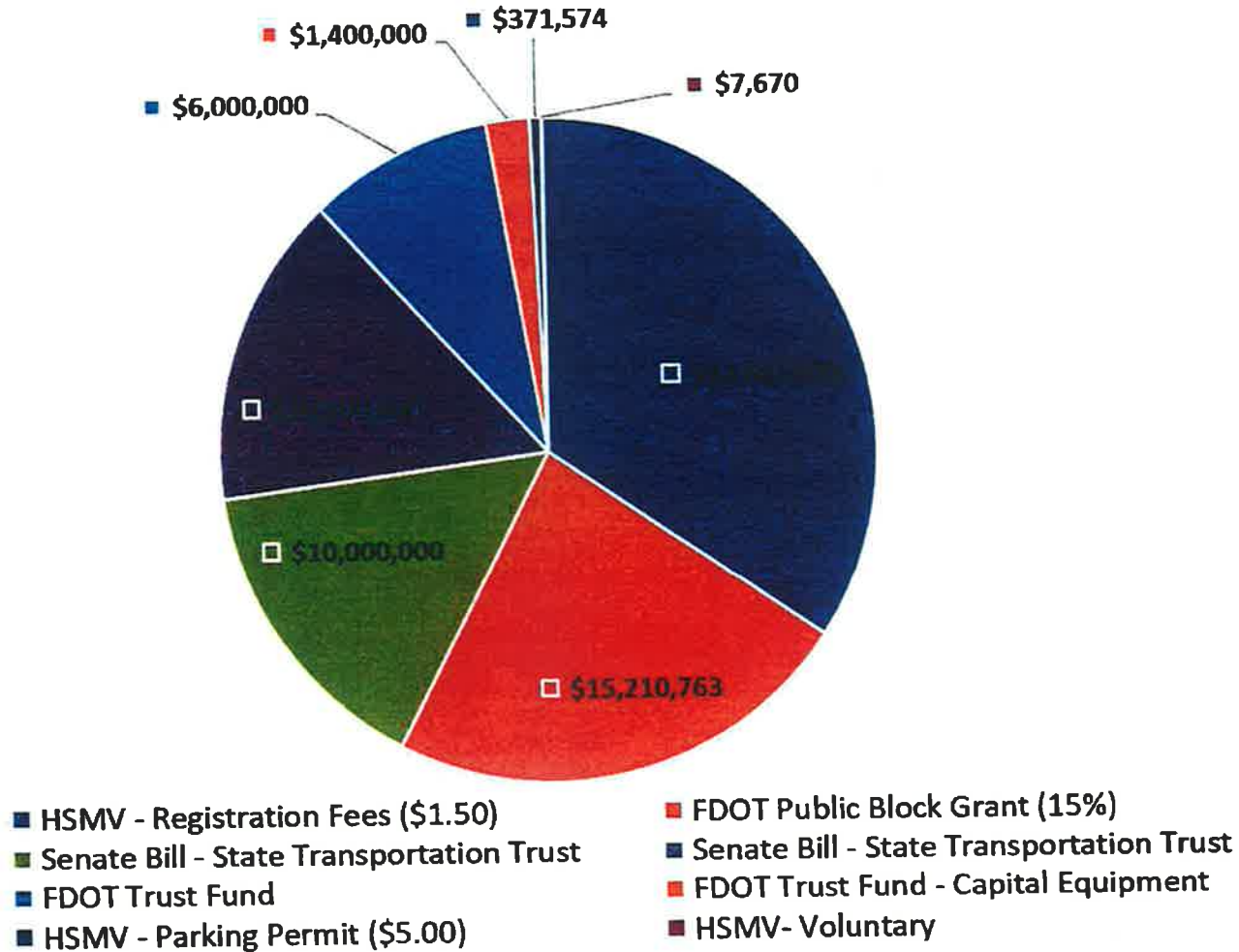
## Duties

- Develops policies and procedures for the coordination of transportation services for the Transportation Disadvantaged.
- Designates the planning agency in areas outside the purview of an MPO.
- Approves the appointment of CTCs.
- Contract with CTCs.



## Commission Revenues FY 2019-20

**Total Revenues \$65,635,032**





## Designated Official Planning Agency

The Planning Agency assists the Commission at the local level in accomplishing the coordination of transportation services to the transportation disadvantaged.



## Designated Official Planning Agency

Planning Agencies are:

- Metropolitan Planning Organizations;
- County/City Governments;
- Regional Planning Councils; or
- Local Planning Organizations who are performing planning activities in designated service areas.

A Planning Agency may be responsible for multiple services areas.



## **Designated Official Planning Agency**

### **Duties**

- Appoints members to the Local Coordinating Board
- Provides staff to the Local Coordinating Board
  - Quarterly Meetings (Meeting Schedule, Agendas, Minutes, By-Laws, Grievance Procedures, Training)
  - Annual Public Hearing



## Designated Official Planning Agency

### Duties (Continued)

- Recommends to the Commission a Community Transportation Coordinator (CTC)
  - Competitive Procurement Process  
(Local Procurement Process or Chapter 287, F.S.)
  - Memorandum of Agreement between the Commission and CTC
  - CTC designation is for five years
- Evaluates the CTC (Planner & LCB) annually



## Designated Official Planning Agency

### Duties (Continued)

- Reviews annually the Annual Operating Report prepared by the CTC and submits it to the Local Coordinating Board for approval.
- In coordination with the CTC and the Local Coordinating Board, develops a Transportation Disadvantaged Service Plan (TDSP)





## Local Coordinating Board

### Purpose

- Identify local service needs
- Provide information, advice and direction to the CTC on the coordination of services to be provided through the Coordinated Transportation System
- Serve as an advisory body to the Commission regarding a particular service area



## Local Coordinating Board

### Coordinating Board Structure

- Members are appointed by the Planning Agency
  - 1 elected official to serve as Chairperson
  - 1 Vice-Chairperson (elected annually by LCB Members)
  - Additional member groups which compose the LCB
    - FDOT, DCF, DOEA and AHCA
    - Public Education Community
    - Florida Division of Vocational Rehabilitation or Division of Blind Services for DOE, when applicable
    - Veterans Service Office
    - Florida Association for Community Action representative of county's disadvantaged population



## Local Coordinating Board

### Coordinating Board Structure (Continued)

- Additional member groups which compose the LCB  
(Continued)
  - Elderly (person over 60)
  - Disabled
  - 2 citizen advocate representatives, 1 of whom must use the coordinated transportation system
  - Representative for children at risk
  - Chairperson/designee of local Public Transit System's Board, except in cases where they are also the CTC
  - Private for profit, when available (local private non profit may replace unless CTC)
  - Regional Workforce Development Board
  - Medical community



## Local Coordinating Board

### Duties

- Assists CTC in establishing eligibility guidelines and trip priorities
- Evaluates CTC annually
- Reviews and approve Transportation Disadvantaged Service Plan (TDSP) and Memorandum of Agreement (MOA)
- Appoints Grievance Committee to process and investigate complaints

Florida Commission for the



Transportation  
Disadvantaged

## Local Coordinating Board

### Duties (Continued)

- Meets at least quarterly
- Reviews and recommends other funding applications
- Reviews strategies of service provision to the area
- Evaluates multicounty or regional transportation opportunities



# Community Transportation Coordinator

## Duties

- Plans, administers, monitors, coordinates, arranges and delivers coordinated Transportation Disadvantaged services originating in their designated service area
  - Operates centralized call center
  - Determines transportation eligibility
  - Schedules trips
  - Performs gatekeeping duties
  - Invoices purchasing agencies



## Community Transportation Coordinator

### Duties (Continued)

- Develops a Transportation Disadvantaged Service Plan with Local Coordinating Board.
- Prepares and submits Annual Operating Report
- Recommends eligibility guidelines and trip prioritization to the Local Coordinating Board for non-sponsored trips.



# Community Transportation Coordinator

## Selecting a Community Transportation Coordinator

- Interested organization responds to Planning Agency's request for a Community Transportation Coordinator.
- Planning Agency submits recommendation to the Commission for approval.
- Designation is for 5 years.





# Community Transportation Coordinator

## CTC Agreements with Commission

- Memorandum of Agreement (MOA)
- Trip & Equipment Grant
- Shirley Conroy Grant (Rural Capital Equipment)
- Innovation & Service Development Grant



# Community Transportation Coordinator

## Service Network Types

- Sole Source—provides all services
- Partially Brokered—contracts some services and provides some services
- Fully Brokered—contracts all services



## Purchasing Agency

**Purchasing Agency:** An agency that purchases transportation services for the transportation disadvantaged.

- Agency for Health Care Administration
- Agency for Persons with Disabilities
- Department of Economic Opportunity
- Department of Children and Families
- Department of Education
- Department of Elder Affairs
- Department of Health
- Department of Juvenile Justice
- Florida Department of Transportation



## Purchasing Agency

### Duties

- Uses the coordinated transportation system for provision of services to its clients.
- Pays the rates established in the service plan or negotiated statewide contract
- Negotiates with the Commission before procuring transportation disadvantaged services.
- Identifies the specific amount of money they will allocate in their legislative budget request to provide transportation disadvantaged services.



## Purchasing Agency

### Duties (Continued)

- Provides the Commission an accounting of all funds spent as well as the number of trips purchased with agency funds.
- Assists communities in developing coordinated transportation systems designed to serve the transportation disadvantaged.
- Ensures that its rules, procedures, guidelines, and directives are conducive to the coordination of transportation funds & services for the transportation disadvantaged.



## Rider

### Eligibility for Transportation Disadvantaged Trust Fund

- Commission establishes guidelines for Transportation Disadvantaged eligibility
- Local Coordinating Board develops local eligibility policy, based on Chapter 427, Florida Statutes, and Commission Guidelines.



# CTD Eligibility Criteria

Adopted May 22, 1997

At a minimum:

- No other funding available
- No other means of transportation is available
- Cannot utilize public transit
- Physical or mental disability
- Age
- Income status is a specified percent of the poverty level
- No self-declarations allowed
- Ability to pay





## Section 112.3143, Florida Statutes

### Voting Conflicts of Interest

1

## Section 112.3143, Florida Statutes

- Public officer includes any person serving on an advisory body.
- Board members are considered public officers.
- Board members may not vote on any matter that would be to their special private gain or loss.



2

## Section 112.3143, Florida Statutes

- Board members shall make every reasonable effort to disclose the nature of their interest as a public record in a memorandum filed with staff.
- The memorandum shall be incorporated in the meeting minutes.



3

## Section 112.3143, Florida Statutes

- Board members shall, prior to a vote being taken, publicly state the nature of their interest in the matter from which they are abstaining from voting.
- Within 15 days after the vote occurs, Board members shall disclose the nature of their interest as a public record in a memorandum filed with staff.



4

## Section 112.3143, Florida Statutes

- No Board member shall participate in any matter which would be to the Board member's special private gain or loss without first disclosing the nature of their interest in the matter.
- In the event that disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists.
- A written memorandum disclosing the nature of the conflict shall be filed within 15 days after the oral disclosure.





**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

**NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.**



# Section 286, Florida Statutes

## Florida Sunshine Law

1

## Section 286, Florida Statutes

- Board meetings must be open to the public.
- Reasonable notice of Board meetings must be given.
- Minutes of Board meetings must be taken.



2

## Section 286, Florida Statutes

- Applies to any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or political subdivision.
- A meeting is considered any gathering of two or more Board members to discuss any matter which will come before the Board for action.







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March 4, 2021

TO: Levy County Transportation Disadvantaged Coordinating Board  
 FROM: Lynn Godfrey, AICP, Senior Planner  
 SUBJECT: 2019/20 Annual Performance Evaluation

RECOMMENDATION

**Approve Levy County Transit’s 2019/20 annual performance evaluation.**

BACKGROUND

The Board is required to annually evaluate the transportation services provided by Levy County Transit. Attached is Levy County Transit’s draft 2019/20 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

T:\Lynn\TD2021\Levy\Memos\eval.docx



# COMMUNITY TRANSPORTATION COORDINATOR EVALUATION WORKBOOK

Florida Commission for the



## Transportation Disadvantaged

Community Transportation Coordinator: Levy County Transit

County: Levy

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

Contact: Connie Conley, Director Phone: 352.486.3485

Review period: July 1, 2019 - June 30, 2020



# 2019/20 Community Transportation Coordinator Annual Performance Evaluation

Approved by the  
Levy County  
Transportation Disadvantaged Coordinating Board

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

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**John Meeks, 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

March 18, 2021

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| Level of Coordination _____                                  | 25 |

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## I. FINDINGS AND RECOMMENDATIONS

- A. General Information**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- B. Chapter 427, Florida Statutes**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- C. Rule 41-2, Florida Administrative Code**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- D. On Site Observation**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- E. Surveys**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- F. Cost**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- G. Level of Competition**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None
- H. Level of Coordination**  
Areas of Noncompliance: None  
Recommendations: None  
Timeline for Compliance: None

## II. ENTRANCE INTERVIEW

1. **Operating Environment:** Rural
2. **Organization Type:** Government Agency
3. **Network Type:** Sole Provider
4. **Subcontracted Operators:** None
5. **Coordination Contractors:** None
6. **Transportation Alternatives:** None
7. **Purchasing Agencies:**
  - Florida Commission for the Transportation Disadvantaged
  - Florida Department of Elder Affairs
  - Florida Agency for Persons with Disabilities
8. **Transportation Disadvantaged Helpline Calls:**

| Number of Calls | Resolved Cases | Unresolved Cases |
|-----------------|----------------|------------------|
| 0               | 0              | 0                |

### III. GENERAL INFORMATION

1. **What was the designation date of the Community Transportation Coordinator?**

7/01/20

2. **What is the complaint process?**

Levy County Transit's complaint process is attached.

3. **Does the community transportation coordinator have a complaint form?**

Yes (attached)

4. **Does the form have a section for resolution of the complaint?**

Yes

5. **Is a summary of complaints given to the Transportation Disadvantaged Board on a regular basis?**

Yes

6. **When is the dissatisfied party referred to the Florida Commission for the Transportation Disadvantaged Helpline?**

If the Levy County Transit Director is unable to resolve a complaint, the complainant will be referred to the Transportation Disadvantaged Helpline.

7. **When a complaint is forwarded from the Transportation Disadvantaged Helpline, is the complaint entered into the local complaint file/process?**

Yes

8. **Does the Community Transportation Coordinator provide written rider/beneficiary information or brochures to inform riders/beneficiaries about transportation disadvantaged services?**

Yes (attached)

9. **Does the rider/ beneficiary information or brochure list the Transportation Disadvantaged Helpline phone number?**

Yes

10. **Does the rider/ beneficiary information or brochure list the complaint procedure?**

Yes

11. **What is the eligibility process for Transportation Disadvantaged sponsored riders?**

Individuals needing transportation assistance from Florida's Transportation Disadvantaged Program must complete an eligibility application (attached).

12. **Does public information state that accessible formats are available upon request?**

Yes

13. **Is public information available in accessible formats upon request?**

Yes

14. **What arrangements are in place to have accessible materials produced upon request?**

- Informational materials are available in large print upon request.
- The Florida Relay (7-1-1) service is available to residents in the State of Florida who are deaf, hard of hearing, deaf/blind or speech disabled that connects them to standard (voice) telephone users.

15. **Is the Florida Relay System phone number provided in informational materials?**

Yes

16. **Does the Community Transportation Coordinator have a contract or agreement with the Regional Workforce Board?**

No

17. **What innovative ideas have been implemented in the coordinated transportation system?**

Levy County Transit works to coordinate as many trips from different funding sources to provide cost effective service. Attending events, when possible, to distribute information, answer questions and accept new eligibility applications. Any new ideas, are always greatly appreciated.

18. **Are there any areas where coordination can be improved?**

Transportation services purchased with local, state or federal funds should be purchased through Florida's Coordinated Transportation System. Currently, Florida's Managed Medical Care Program provides transportation services to its clients outside of Florida's Coordinated Transportation System.

19. **What barriers are there to the coordinated system?**

Ability to purchase transportation outside of Florida's Coordinated Transportation System.

20. **Are there any areas that the Community Transportation Coordinator feels the Florida Commission for the Transportation Disadvantaged should be aware of or assist with?**

Funding for veterans' transportation is needed.

21. **What funding agencies does the Florida Commission for the Transportation Disadvantaged need to work closely with in order to facilitate a better coordinated transportation system?**

Florida Agency for Health Care Administration, Florida Agency for Persons with Disabilities and the Veterans Administration

22. **How is the Community Transportation Coordinator marketing the voluntary dollar?**

Information about the voluntary dollar is included in the Riders' Guide. Posters have been placed in local businesses.



## RIDERS GUIDE



OFFICE HOURS:  
MONDAY - FRIDAY  
6AM - 6PM

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

Reservations: (352) 486-3485  
Fax: (352) 486-3312  
Toll Free 1-800-733-4388  
(Transportation Dept.)  
1-800-955-8774 TDD

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



### Quick Reference

Office hours Mon - Fri, 6am - 6pm  
Phone: (352) 486-3485  
Fax: (352) 486-3312



Toll Free: (800) 733-4388 (TDD); (800) 955-8774 or Dial 711

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

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

Please provide 24 hour notice for canceled appointments.

Please have exact change for drivers.

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

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

### COMMUNITY DISASTER EMERGENCY PROCEDURES

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

## Levy County Transit PARATRANSIT SERVICE

- Service Animals may accompany their rider.
- Personal Care Attendant (PCA) is allowed to travel with rider to provide personal or medical needs.
- Please provide 24 HOUR NOTICE if you must cancel a reservation.
- This is a SHARED RIDE SERVICE. Vehicles may stop to let other riders on or off before you reach your destination. If you are requesting a ride for a specific appointment time please make sure to mention that time when requesting your reservation.
- When making your reservation please plan your trip 3 days in advance (not including weekends). We try to accommodate everyone, however, in the event that we are booked for the day you are requesting you may request to be placed on STANDBY; if we have a cancellation you will be transported.
- If you are planning on traveling three (3) or more times per week at the same time to the same location we can arrange a STANDING ORDER for you. If a trip needs canceled the rider must give 24 hours notice. Standing orders are a privilege and will be cancelled if abused or if waivers go un-paid for more than 30 days.
- The ORIGINATION PICK UP WINDOW is the window of time to expect a driver from Levy County Transit to pick you up from your residence (or original point of transfer) and transport you to your destination. We have a two (2) hour window, which means you may be picked up 2 hours prior to your appointment. In extreme cases this window may be 3 hours (Inglis, Cedar Key and outlying towns).
- The RETURN PICK UP WINDOW is the window of time to expect a driver to arrive for the return trip. This window includes 15 minutes before the scheduled time and up to 30 minutes after the scheduled time. Please remember we are picking up additional riders.
- The DROP OFF WINDOW is the time the driver may arrive at your scheduled destination. The driver has a 15 minute window from your scheduled drop off time. Remember we are also dropping off other riders.
- A NO SHOW occurs when the driver arrives within the pickup window and the rider is not prepared to travel, is not available or their trip was not cancelled in the required manner. If you NO SHOW or CANCEL at the door for the first part of your trip, then all rides that day will be canceled.

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

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

### WHO IS ELIGIBLE / HOW

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

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

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

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

### CODE OF CONDUCT

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

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

CHECK THE BOX

# It Takes So Little To Help So Much!

You can easily help provide transportation for children at risk, seniors, disabled and low-income residents in YOUR community!



It can be difficult to transport an elderly parent or loved one to medical appointments.

It can be hard to transport a child in a wheelchair to school.

Going to the doctor's office, grocery shopping, church and other activities makes the quality of life much better.

It's difficult to find help with transportation problems in an emergency.

We don't drive, we need you to help us get around.

CHECK THE BOX and donate \$1 or MORE to the Transportation Disadvantaged Voluntary Trust Fund when you register or renew the tag on your car, truck or boat.

**100% of All Donations Go To Assist People In YOUR Community.**

For more information please call 352-399-1234 or visit our website at www.levytransit.com. The information on this page is provided for informational purposes only and does not constitute an offer of insurance or any other financial product.





Search Site

Go

Google Custom Search

**Quick Links:**

- Agendas
- Bids & RFPs
- News
- Employment Openings
- Online Forms
- County Directory
- Budgets

**Residents & Business**

- Parks & Rec
- Transportation
- Nature Coast Business Development
- Solid Waste
- Emergency Management
- Public Safety
- [View all County Departments](#)

**Visitors**

- VisitNatureCoast.com
- Camping
- Antique Shopping
- Golfing
- Marina Outlets
- Beach Caves at Keyak
- Hunting & Horseback Riding

**Transportation**

**Title VI Plan**

| <a href="#">View/Download Files</a> | <a href="#">Size (kb)</a> |
|-------------------------------------|---------------------------|
| Title VI Plan                       | 1757                      |

**Levy County Transit Brochure - Rider's Guide**

Due to recent funding changes, some services are no longer available. Please contact the Transit Office for additional details.

We apologize for any inconvenience this may cause

| <a href="#">View/Download Files</a> | <a href="#">Size (kb)</a> |
|-------------------------------------|---------------------------|
| LCT Brochure                        | 313                       |

**APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES**

| <a href="#">View/Download Files</a> | <a href="#">Size (kb)</a> |
|-------------------------------------|---------------------------|
| TD Eligibility Application          | 224                       |

**Levy County Transit**

Levy County Public Transportation is a department under the Levy County Board of County Commissioners. The agency is known as Levy County Transit, helping residents to identify the buses that provide the trips.

The program is totally funded by State and Federal grants. The county works hand in hand with the Withlacoochee Regional Planning Council, Florida Department of Transportation and the Florida Commission for the Transportation Disadvantaged to provide affordable trips. The agency also provides bus services to the general public with fees based on the trip location.

The goal of Levy County Transit is to provide a safe and reliable service to any and all residents of the county.

| <a href="#">View/Download Files</a> | <a href="#">Size (kb)</a> |
|-------------------------------------|---------------------------|
| PUBLIC RIGHTS NOTICE                | 100                       |

**Contact Information**

**Connie Conley, Director**  
**Street/Mailing Address**  
 970A East Hathaway Avenue  
 Bronson, FL 32621

**Telephone/Reservations: (352) 486-3485**  
**Fax: (352) 486-3312**  
**Email: [Conley-Connie@LevyCounty.org](mailto:Conley-Connie@LevyCounty.org)**

**Toll Free: 1-800-733-5389**  
**TDD: 1-800-955-8771**  
**Office Hours: 7:00 a.m. to 5:00 p.m.**



**APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES**

The Transportation Disadvantaged Commission was created under Florida Statute 427, Florida Statutes and allows funding for transportation disadvantaged individuals.

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

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

Name: \_\_\_\_\_  
Last First Middle

Physical Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

Mailing Address If Different: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ TDD: \_\_\_\_\_  
(If applicable)

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Emergency contact: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Directions to home: \_\_\_\_\_

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

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

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

Levy County Transit

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

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

Automobile  by bus  by car  with friend/family  other transit system

Levy County Transit (diff funding)  other- explain \_\_\_\_\_

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

Manual Wheelchair  Electric Wheelchair  Electric Scooter

Service Animal  Walker  Cane  Crutches  Stretcher

other- please explain \_\_\_\_\_

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

List days of the week: \_\_\_\_\_ Escort required?  Yes  No

Facility name and address \_\_\_\_\_

Physician Name: \_\_\_\_\_

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

**Can you travel without assistance?**  Yes  No

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

**Can you recognize destinations or landmarks?**  Yes  No

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

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

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

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

**Number of persons in household:** \_\_\_\_\_ **Total household income:** \_\_\_\_\_

**List all persons in household start with applicant:**

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

**If more space is needed put on back of this page**

Levy County Transit

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

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

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

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

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

PLEASE READ PRIOR TO COMPLETING THIS SECTION:

Name \_\_\_\_\_ Phone number \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Signature \_\_\_\_\_

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

Day Phone: (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ How long: \_\_\_\_\_

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

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

(Parent or Legal Guardian of Applicant)

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

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

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

All services are open to the general public.

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

**For Office use only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for denial: \_\_\_\_\_ Date \_\_\_\_\_  
Supervisors Initials \_\_\_\_\_ Trip Limitations: \_\_\_\_\_ Date Applicant notified: \_\_\_\_\_ # Children \_\_\_\_\_  
Space type: \_\_\_\_\_ Escort: \_\_\_\_\_ PCA: \_\_\_\_\_ Other \_\_\_\_\_

A SAFE, COMFORTABLE RIDE WITH COURTEOUS SERVICE

## IV COMPLIANCE WITH CHAPTER 427, FLORIDA STATUTES

1. **Hours of Service:**

6:00 a.m. to 6:00 p.m. Monday through Friday excluding holidays.

2. **Call Intake Hours:**

7:00 a.m. to 5:00 p.m. Monday through Friday (excluding holidays).

3. **After Hours Reservations/Cancellations:**

After hours service is not provided through the Transportation Disadvantaged Program.

Trips must be cancelled by calling the Levy County Transit office between 8:00 a.m. and 4:00 p.m. twenty-four hours prior to the date of travel. Monday trip cancellations must be made by 4:00 p.m. the previous Friday. Callers may leave a message in the voice mail box for cancellations in the evenings and on weekends.

4. **Minimum required notice for reservations:**

Trip reservations must be made a minimum of three days in advance (not including weekends/holidays).

5. **How far in advance can reservations be place (number of days)?**

Levy County Transit does not limit how far in advance reservations can be made.

6. **What type of arrangement does the Community Transportation Coordinator have with the local Regional Workforce Board?**

No agreement with the local Regional Workforce Board.

7. **Has the Community Transportation Coordinator developed any innovative transportation services for the local Regional Workforce Board?**

No

8. **Do the Community Transportation Coordinator and Local Coordinating Board review applications for federal, state and local Transportation Disadvantaged funding?**

Yes

9. **What are the trip priorities for the trips funded with Transportation Disadvantaged Program trips?**

Trips sponsored with Trip & Equipment Grant funds provided through Florida's Transportation Disadvantaged Program will be provided in the following ranking order based on funding availability:

1. Life sustaining medical (dialysis, cancer treatment)
2. Medical
3. Nutritional
4. Work
5. Education and/or training
6. Shopping
7. Social/Recreational

10. **How are the trip priorities carried out?**

The provision of medical trips is the first priority. Other trip requests are met as long as drivers are available and have not worked more than 12 consecutive hours during their work shift. The requested trip origin and destination must also be within Levy County Transit's service area.

**V. COMPLIANCE WITH RULE 41-2 FLORIDA ADMINISTRATIVE CODE**

1. **How is the Community Transportation Coordinator using school buses in the coordinated system?**

Levy County Transit does not have a contract with the Levy County School Board.

2. **How is the Community Transportation Coordinator using public transportation services in the coordinated system?**

Levy County Transit is the only public transportation service operator in Levy County.

3. **Is there a goal for transferring passengers from paratransit to transit?**

Not applicable, no fixed route public transportation system operating in Levy County.

4. **What are the minimum liability insurance requirements?**

\$200,000 per person/\$300,000 per incident

5. **What are the minimum liability insurance requirements in the operator and coordination contracts?**

Not applicable, no subcontracted operators/coordination contractors.

6. **Do the minimum liability insurance requirements exceed \$1 million per incident?**

No

7. **Date of last System Safety Program Plan Compliance Review:**

May 5, 2020

8. **Are the contracted operators in compliance with the System Safety Program Plan?**

Not applicable, no subcontracted operators.

9. **Do the Community Transportation Coordinator and its contracted operators (if any) comply with the Federal Transit Administration Anti-Drug and Alcohol Misuse Program (49 CFR Part 40, 655)?**

Yes

10. **Date of last Anti-Drug and Alcohol Misuse Program review:**

May 6, 2020



**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): 2020**

**Certification Year: (Previous): 2019**

**Name and Address of Bus Transit System: Levy County BOCC/Levy County Transit  
970 E Hathaway Avenue, Bronson, FL 32621**

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

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

**Blue Ink Signature:** Connie Conley **Date:** December 23, 2019  
**(Individual Responsible for Assurance of Compliance)**

**Name:** Connie Conley **Title:** Director

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

**Name:** Levy County Transit

**Address:** 970 E Hathaway Avenue, FL 32621

**Name of Qualified Mechanic who Performed Annual Inspections:** Bruce Haney

**Levy County Transit**  
**Substance Abuse Management Policy**  
In accordance with USDOT and FTA Regulations

Levy County Board of County Commissioners/Levy County Transit is dedicated to providing safe, dependable, and economical transportation service to its patrons. Levy County Transit employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by Levy County Transit are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

This policy is approved by: Levy County Board of County Commissioners

Title of approving official: Board Chairman

Signature of approving official: 

Date signed: 7/7/20

Policy effective date: 7/7/2020

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY   
Anne Bast Brown, County Attorney



| <b>Standards</b>   | <b>Comments</b>   |
|--|---|
| Local toll free phone number must be posted in all vehicles. | Levy County Transit posts local toll free phone number in all vehicles.   |
| Vehicle Cleanliness  | The interiors of vehicles shall be cleaned as needed as transportation services are being provided and after each day's service to ensure they remain free of dirt, grime, oil or trash and free of damage such as torn upholstery or hazards such as broken seats that might cause discomfort or injury to a passenger. Also, the exteriors of vehicles shall be cleaned after each day's service. |
| Passenger/Trip Database                                      | Levy County Transit maintains a passenger database.   |
| Adequate seating   | Levy County Transit provides adequate seating for all passengers.   |
| Driver Identification  | Levy County Transit requires drivers to identify themselves in a manner that is conducive to communications with specific passengers.   |
| Passenger Assistance   | Levy County Transit requires drivers to provide passengers with boarding and exiting assistance.  |
| Smoking, Eating and Drinking                                 | Smoking is prohibited in any vehicle. Eating and drinking on board vehicles is not permitted unless medically necessary.  |
| Two-way Communications                                       | All vehicles are equipped with two-way communications.  |
| Air Conditioning/Heating                                     | All vehicles have working air conditioners and heaters.   |
| Billing Requirements   | Levy County Transit complies with Section 287.0585, Florida Statutes.   |

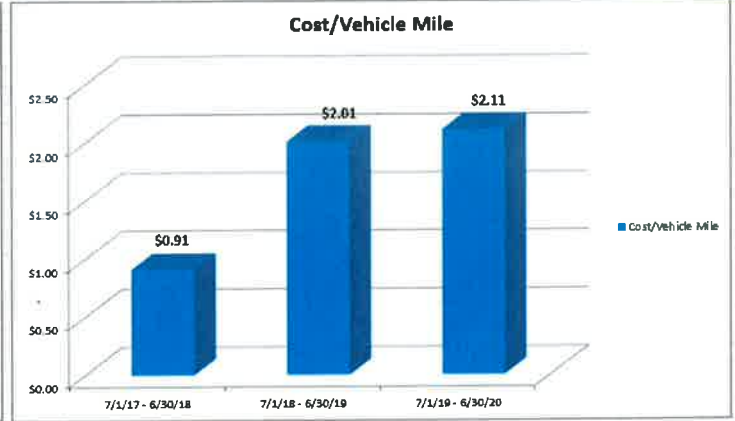
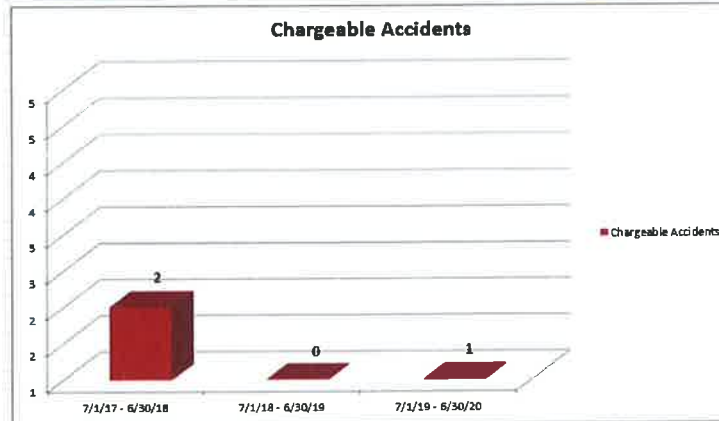
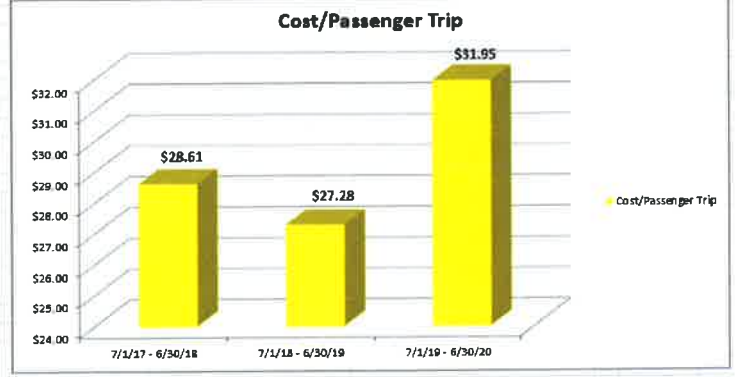
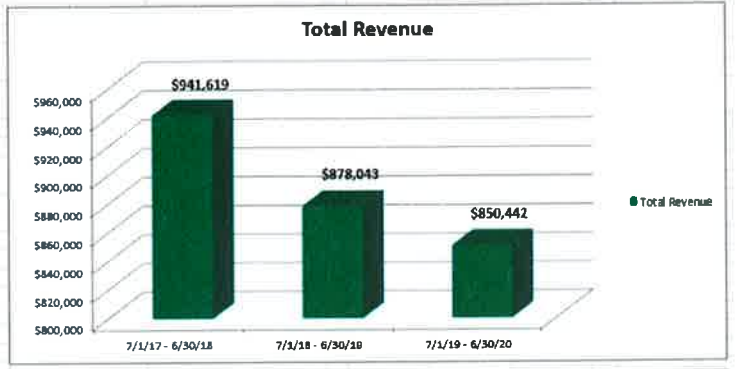
|  |   |
|--|---|
| Transport of Escorts and dependent children policy       | Passengers, who because of age and/or disability require an escort, shall be permitted to travel free of charge as space permits. Dependent children, defined here as children under eighteen (18) years of age, and dependent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

| <b>Measurable Standards/Goals</b> | <b>Standard/Goal</b>                                   | <b>Is the Community Transportation Coordinator meeting the Standard?</b> |
|-----------------------------------|--|--|
| Public Transit Ridership          | Not applicable   | Not applicable   |
| On-time performance               | 90%  | Yes  |
| Accidents                         | No more than 1/100,000 miles                           | Yes  |
| Roadcalls                         | No more than 5 roadcalls during the evaluation period. | No   |
| Complaints                        | No more than 2/1,000 trips.                            | Yes  |
| Call-Hold Time                    | Not applicable   | Not applicable   |

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

| <b>MEASURE</b>                          | <b>Fiscal Year<br/>7/1/17 - 6/30/18</b> | <b>Fiscal Year<br/>7/1/18 - 6/30/19</b> | <b>Fiscal Year<br/>7/1/19 - 6/30/20</b> | <b>Percent Change<br/>2018/19 - 2019/20</b> |
|---|---|---|---|---|
| Total Passenger Trips                   | 30,232                                  | 30,687                                  | 24,240                                  | -26.6%                                      |
| Total Vehicle Miles                     | 952,783                                 | 417,417                                 | 367,470                                 | -14%  |
| Average Miles/Trip                      | 32                                      | 14                                      | 15                                      | 10%   |
| Total Revenue                           | \$941,619                               | \$878,043                               | \$850,442                               | -3%   |
| Total Expenses                          | \$864,983                               | \$837,014                               | \$774,492                               | -8%   |
| Cost/Passenger Trip                     | \$28.61                                 | \$27.28                                 | \$31.95                                 | 15%   |
| Cost/Vehicle Mile                       | \$0.91                                  | \$2.01                                  | \$2.11                                  | 5%  |
| Total Vehicles                          | 16                                      | 18                                      | 17                                      | -6%   |
| Chargeable Accidents                    | 2                                       | 0                                       | 1                                       | 100%  |
| Chargeable Accidents/100,000 Miles      | 0.21                                    | 0.00                                    | 0.27                                    | 100%  |
| Roadcalls                               | 8                                       | 3                                       | 9                                       | 67%   |
| Average Vehicle Miles Between Roadcalls | 119,098                                 | 139,139                                 | 40,830                                  | -241%                                       |
| Passenger No-Shows                      | 245                                     | 215                                     | 335                                     | 36%   |
| Number of Trip Denials                  | 132                                     | 140                                     | 0                                       | #DIV/0!                                     |

Source: Annual Operations Reports



## VI ON-SITE OBSERVATION OF THE SYSTEM

1. **Date of Observation:**  
An on-site observation was not conducted due to COVID-19 safety concerns.
2. **Location:**
3. **Number of Passengers picked up/dropped off:**  
**Ambulatory:**  
**Non-Ambulatory:**
4. **Was the driver on time?**
5. **Did the driver provide passenger assistance?**
6. **Was the driver wearing identification?**
7. **Did the driver ensure the passengers were properly secured?**
8. **Was the interior of the vehicle 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?**
9. **Is there a sign posted on the interior of the vehicle with both a local phone number and the Transportation Disadvantaged Program Helpline for comments/complaints/com commendations?**
10. **Did the vehicle have working heat and air conditioning?**
11. **Did the vehicle have two-way communications in good working order?**
12. **If used, was the lift in good working order?**
13. **Was there safe and appropriate seating for all passengers?**
14. **Did the driver properly use the lift and secure the passenger?**

## VII SURVEYS

**How often do your ride?**

| Daily 7 days/week | 1-2 Times/Week | 3-5 Times/Week | Other |
|-------------------|----------------|----------------|-------|
| 0                 | 5              | 4              | 0     |

**Have you been denied transportation services?**

Yes 0

No 9

**What is your trip purpose?**

| Medical | Education/Training | Employment | Other |
|---------|--------------------|------------|-------|
| 8       | 0                  | 0          | 1     |

**Do you have concerns with your service?**

Yes 0

No 9

**What types of concerns do you have?**

| Late Trips | Driver Behavior | Availability | Vehicle Condition | Customer Service | Cost |
|------------|-----------------|--------------|-------------------|------------------|------|
| 0          | 0               | 0            | 0                 | 0                | 0    |

## VIII COST



### CTC Expense Sources

County: Levy

CTC Status: Submitted

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Under Review

|  | Selected Reporting Period      |                          |                   | Previous Reporting Period      |                          |                   |
|--|--------------------------------|--------------------------|-------------------|--------------------------------|--------------------------|-------------------|
|  | CTC & Transportation Operators | Coordination Contractors | Total             | CTC & Transportation Operators | Coordination Contractors | Total             |
| <b>Expense Sources</b>                   |                                |                          |                   |                                |                          |                   |
| Labor                                    | \$ 377,944                     | \$ 0                     | \$ 377,944        | \$ 379,521                     | \$ 0                     | \$ 379,521        |
| Fringe Benefits                          | \$ 200,475                     | \$ 0                     | \$ 200,475        | \$ 185,115                     | \$ 0                     | \$ 185,115        |
| Services                                 | \$ 33,243                      | \$ 0                     | \$ 33,243         | \$ 30,099                      | \$ 0                     | \$ 30,099         |
| Materials & Supplies Consumed            | \$ 130,055                     | \$ 0                     | \$ 130,055        | \$ 159,256                     | \$ 0                     | \$ 159,256        |
| Utilities                                | \$ 9,767                       | \$ 0                     | \$ 9,767          | \$ 4,935                       | \$ 0                     | \$ 4,935          |
| Casualty & Liability                     | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Taxes                                    | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Miscellaneous                            | \$ 5,448                       | \$ 0                     | \$ 5,448          | \$ 9,724                       | \$ 0                     | \$ 9,724          |
| Interest                                 | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Leases & Rentals                         | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Capital Purchases                        | \$ 17,560                      | \$ 0                     | \$ 17,560         | \$ 68,364                      | \$ 0                     | \$ 68,364         |
| Contributed Services                     | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Allocated Indirect Expenses              | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Purchased Transportation Services</b> |                                |                          |                   |                                |                          |                   |
| Bus Pass                                 | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| School Board (School Bus)                | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Transportation Network Companies (TNC)   | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Taxi                                     | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Contracted Operator                      | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| <b>Total - Expense Sources</b>           | <b>\$ 774,492</b>              | <b>\$ 0</b>              | <b>\$ 774,492</b> | <b>\$ 837,014</b>              | <b>\$ 0</b>              | <b>\$ 837,014</b> |

**IX LEVEL OF COMPETITION**

**1. Inventory of Transportation Operators in the Service Area**

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

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

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

Yes \_\_\_\_\_

4. **What methods have been used in selection of the transportation operators?**

|                          |                             |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Low bid                     |
| <input type="checkbox"/> | Requests for qualifications |
| <input type="checkbox"/> | Negotiation only            |

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | Requests for proposals          |
| <input type="checkbox"/>            | Requests for interested parties |
| <input type="checkbox"/>            |                                 |



**X LEVEL OF COORDINATION**

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

Levy County Transit distributes brochures in the community.

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

Levy County Transit determines passenger eligibility except for passengers.

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

Individuals call Levy County Transit to schedule all trips.

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

Levy County Transit handles all trip reservations.

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

Levy County Transit handles all trip allocations.

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

Levy County Transit schedules all trips.

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

Not applicable, no subcontracted operators.





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March 4, 2021

TO: Levy County Transportation Disadvantaged Coordinating Board  
FROM: Lynn Godfrey, AICP, Senior Planner  
SUBJECT: 2019/2020 Annual Operating Report

RECOMMENDATION

**Review Levy County Transit's 2019/2020 Annual Operating Report.**

BACKGROUND

Levy County Transit is required to submit an annual operating report to the Florida Commission for the Transportation Disadvantaged by September 15 of each year. Attached is Levy County Transit's 2019/2020 Annual Operating Report.

If you have any questions concerning the attached report, please contact me at extension 110.

Attachment

T:\Lynn\TD2021\Levy\Memos\laor.docx





# CTC Organization

County: Levy  
Fiscal Year: 7/1/2019 - 6/30/2020

CTC Status: Complete  
CTD Status: Complete

Date Initiated: 9/15/2020

**CTC Organization Name:** Levy Board of County Commissioners  
**Address:** 970 E Hathaway Ave.  
**City:** Bronson  
**State:** FL  
**Zip Code:** 32621  
**Organization Type:** County  
**Network Type:** Sole Source  
**Operating Environment:** Rural  
**Transportation Operators:** No  
**Number of Transportation Operators:** 0  
**Coordination Contractors:** No  
**Number of Coordination Contractors:** 0  
**Provide Out of County Trips:** Yes  
**Local Coordinating Board (LCB) Chairperson:** Commissioner John Meeks  
**CTC Contact:** Connie Conley  
**CTC Contact Title:** Director  
**CTC Contact Email:** conley-connie@levycounty.org  
**Phone:** (352) 486-3485

## CTC Certification

I, Connie Conley, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): \_\_\_\_\_

## LCB Certification

I, Commissioner John Meeks, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): \_\_\_\_\_



# CTC Trips

County: Levy

CTC Status: Complete

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

|   | Selected Reporting Period      |                          |               | Previous Reporting Period      |                          |               |
|---|--------------------------------|--------------------------|---------------|--------------------------------|--------------------------|---------------|
|   | CTC & Transportation Operators | Coordination Contractors | Total         | CTC & Transportation Operators | Coordination Contractors | Total         |
| <b>Service Type - One Way</b>   |                                |                          |               |                                |                          |               |
| Fixed Route/Fixed Schedule  |                                |                          |               |                                |                          |               |
| Daily Pass Trips  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Weekly Pass Trips   | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Monthly Pass Trips  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Deviated Fixed Route Service  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Complementary ADA Service   | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Paratransit   |                                |                          |               |                                |                          |               |
| Ambulatory  | 22,291                         | 0                        | 22,291        | 28,804                         | 0                        | 28,804        |
| Non-Ambulatory  | 1,949                          | 0                        | 1,949         | 1,883                          | 0                        | 1,883         |
| Stretcher   | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Transportation Network Companies  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Taxi  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| School Board (School Bus)   | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Volunteers  | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| <b>Total - Service Type</b>   | <b>24,240</b>                  | <b>0</b>                 | <b>24,240</b> | <b>30,687</b>                  | <b>0</b>                 | <b>30,687</b> |
| <b>Contracted Transportation Operator</b>   |                                |                          |               |                                |                          |               |
| How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC) | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| <b>Total - Contracted Transportation Operator Trips</b>   | <b>0</b>                       | <b>0</b>                 | <b>0</b>      | <b>0</b>                       | <b>0</b>                 | <b>0</b>      |
| <b>Revenue Source - One Way</b>   |                                |                          |               |                                |                          |               |
| Agency for Health Care Administration (AHCA)  | 0                              | 0                        | 0             | 285                            | 0                        | 285           |
| Agency for Persons with Disabilities (APD)  | 5,290                          | 0                        | 5,290         | 7,401                          | 0                        | 7,401         |
| Comm for the Transportation Disadvantaged (CTD)   | 8,571                          | N/A                      | 8,571         | 7,093                          | N/A                      | 7,093         |
| Dept of Economic Opportunity (DEO)  | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Dept of Children and Families (DCF)   | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Dept of Education (DOE)   | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Dept of Elder Affairs (DOEA)  | 887                            | 0                        | 887           | 1,306                          | 0                        | 1,306         |
| Dept of Health (DOH)  | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Dept of Juvenile Justice (DJJ)  | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Dept of Transportation (DOT)  | 9,492                          | 0                        | 9,492         | 14,308                         | 0                        | 14,308        |
| Local Government  | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| Local Non-Government  | 0                              | 0                        | 0             | 294                            | 0                        | 294           |
| Other Federal & State Programs  | 0                              | 0                        | 0             | 0                              | 0                        | 0             |
| <b>Total - Revenue Source</b>   | <b>24,240</b>                  | <b>0</b>                 | <b>24,240</b> | <b>30,687</b>                  | <b>0</b>                 | <b>30,687</b> |



## CTC Trips (cont'd)

County: Levy

CTC Status: Complete

CTC Organization: Levy Board of County  
Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

|  | Selected Reporting Period      |                          |               | Previous Reporting Period      |                          |               |
|--|--------------------------------|--------------------------|---------------|--------------------------------|--------------------------|---------------|
|  | CTC & Transportation Operators | Coordination Contractors | Total         | CTC & Transportation Operators | Coordination Contractors | Total         |
| <b>Passenger Type - One Way</b>                  |                                |                          |               |                                |                          |               |
| Older Adults                                     | 6,548                          | 0                        | 6,548         | 10,636                         | 0                        | 10,636        |
| Children At Risk                                 | 15                             | 0                        | 15            | 154                            | 0                        | 154           |
| Persons With Disabilities                        | 5,290                          | 0                        | 5,290         | 7,401                          | 0                        | 7,401         |
| Low Income                                       | 2,802                          | 0                        | 2,802         | 1,806                          | 0                        | 1,806         |
| Other  | 9,585                          | 0                        | 9,585         | 10,690                         | 0                        | 10,690        |
| <b>Total - Passenger Type</b>                    | <b>24,240</b>                  | <b>0</b>                 | <b>24,240</b> | <b>30,687</b>                  | <b>0</b>                 | <b>30,687</b> |
| <b>Trip Purpose - One Way</b>                    |                                |                          |               |                                |                          |               |
| Medical  | 8,476                          | 0                        | 8,476         | 9,139                          | 0                        | 9,139         |
| Employment                                       | 548                            | 0                        | 548           | 745                            | 0                        | 745           |
| Education/Training/Daycare                       | 12,404                         | 0                        | 12,404        | 17,275                         | 0                        | 17,275        |
| Nutritional                                      | 563                            | 0                        | 563           | 754                            | 0                        | 754           |
| Life-Sustaining/Other                            | 2,249                          | 0                        | 2,249         | 2,774                          | 0                        | 2,774         |
| <b>Total - Trip Purpose</b>                      | <b>24,240</b>                  | <b>0</b>                 | <b>24,240</b> | <b>30,687</b>                  | <b>0</b>                 | <b>30,687</b> |
| <b>Unduplicated Passenger Head Count (UDPHC)</b> |                                |                          |               |                                |                          |               |
| UDPHC  | 343                            | 0                        | 343           | 413                            | 0                        | 413           |
| <b>Total - UDPHC</b>                             | <b>343</b>                     | <b>0</b>                 | <b>343</b>    | <b>413</b>                     | <b>0</b>                 | <b>413</b>    |
| <b>Unmet &amp; No Shows</b>                      |                                |                          |               |                                |                          |               |
| Unmet Trip Requests                              | 0                              | N/A                      | 0             | 140                            | N/A                      | 140           |
| No Shows   | 335                            | N/A                      | 335           | 215                            | N/A                      | 215           |
| <b>Customer Feedback</b>                         |                                |                          |               |                                |                          |               |
| Complaints                                       | 0                              | N/A                      | 0             | 0                              | N/A                      | 0             |
| Commendations                                    | 1                              | N/A                      | 1             | 1                              | N/A                      | 1             |



# CTC Vehicles & Drivers

County: Levy

CTC Status: Complete

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

|  | Selected Reporting Period      |                          |                | Previous Reporting Period      |                          |                |
|--|--------------------------------|--------------------------|----------------|--------------------------------|--------------------------|----------------|
|  | CTC & Transportation Operators | Coordination Contractors | Total          | CTC & Transportation Operators | Coordination Contractors | Total          |
| <b>Vehicle Miles</b>                         |                                |                          |                |                                |                          |                |
| Deviated Fixed Route Miles                   | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| Complementary ADA Service Miles              | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| Paratransit Miles                            | 367,470                        | 0                        | 367,470        | 417,417                        | 0                        | 417,417        |
| Transportation Network Companies (TNC) Miles | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| Taxi Miles                                   | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| School Board (School Bus) Miles              | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| Volunteers Miles                             | 0                              | N/A                      | 0              | 0                              | N/A                      | 0              |
| <b>Total - Vehicle Miles</b>                 | <b>367,470</b>                 | <b>0</b>                 | <b>367,470</b> | <b>417,417</b>                 | <b>0</b>                 | <b>417,417</b> |
| <b>Roadcalls &amp; Accidents</b>             |                                |                          |                |                                |                          |                |
| Roadcalls                                    | 9                              | 0                        | 9              | 3                              | 0                        | 3              |
| Chargeable Accidents                         | 1                              | 0                        | 1              | 0                              | 0                        | 0              |
| <b>Vehicle Inventory</b>                     |                                |                          |                |                                |                          |                |
| Total Number of Vehicles                     | 17                             | 0                        | 17             | 18                             | 0                        | 18             |
| Number of Wheelchair Accessible Vehicles     | 16                             | 0                        | 16             | 17                             | 0                        | 17             |
| <b>Drivers</b>                               |                                |                          |                |                                |                          |                |
| Number of Full Time & Part Time Drivers      | 9                              | 0                        | 9              | 7                              | 0                        | 7              |
| Number of Volunteer Drivers                  | 0                              | 0                        | 0              | 0                              | 0                        | 0              |





# CTC Revenue Sources

County: Levy

CTC Status: Complete

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

| Revenue Sources  | Selected Reporting Period      |                          |                   | Previous Reporting Period      |                          |                   |
|--|--------------------------------|--------------------------|-------------------|--------------------------------|--------------------------|-------------------|
|  | CTC & Transportation Operators | Coordination Contractors | Total             | CTC & Transportation Operators | Coordination Contractors | Total             |
| Agency for Health Care Administration (AHCA)                 | \$ 0                           | \$ 0                     | \$ 0              | \$ 10,408                      | \$ 0                     | \$ 10,408         |
| Agency for Persons with Disabilities (APD)                   | \$ 82,237                      | \$ 0                     | \$ 82,237         | \$ 96,913                      | \$ 0                     | \$ 96,913         |
| Dept of Economic Opportunity (DEO)                           | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Dept of Children and Families (DCF)                          | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Dept of Education (DOE)                                      | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Dept of Elder Affairs (DOEA)                                 | \$ 14,917                      | \$ 0                     | \$ 14,917         | \$ 20,328                      | \$ 0                     | \$ 20,328         |
| Dept of Health (DOH)   | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Dept of Juvenile Justice (DJJ)                               | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Commission for the Transportation Disadvantaged (CTD)</b> |                                |                          |                   |                                |                          |                   |
| Non-Sponsored Trip Program                                   | \$ 371,473                     | N/A                      | \$ 371,473        | \$ 381,704                     | N/A                      | \$ 381,704        |
| Non-Sponsored Capital Equipment                              | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Rural Capital Equipment                                      | \$ 17,560                      | N/A                      | \$ 17,560         | \$ 68,364                      | N/A                      | \$ 68,364         |
| TD Other   | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| <b>Department of Transportation (DOT)</b>                    |                                |                          |                   |                                |                          |                   |
| 49 USC 5307  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| 49 USC 5310  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| 49 USC 5311  | \$ 240,084                     | \$ 0                     | \$ 240,084        | \$ 211,625                     | \$ 0                     | \$ 211,625        |
| 49 USC 5311 (f)  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Block Grant  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Service Development  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Commuter Assistance Program                                  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Other DOT  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Local Government</b>                                      |                                |                          |                   |                                |                          |                   |
| School Board (School Bus)                                    | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| County Cash  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| County In-Kind   | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| City Cash  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| City In-Kind   | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Other Cash   | \$ 50,000                      | \$ 0                     | \$ 50,000         | \$ 0                           | \$ 0                     | \$ 0              |
| Other In-Kind  | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Local Non-Government</b>                                  |                                |                          |                   |                                |                          |                   |
| Farebox  | \$ 73,165                      | \$ 0                     | \$ 73,165         | \$ 74,417                      | \$ 0                     | \$ 74,417         |
| Donations/Contributions                                      | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| In-Kind Services   | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Other Non-Government   | \$ 1,006                       | \$ 0                     | \$ 1,006          | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Other Federal &amp; State Programs</b>                    |                                |                          |                   |                                |                          |                   |
| Other Federal Programs                                       | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Other State Programs   | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Total - Revenue Sources</b>                               | <b>\$ 850,442</b>              | <b>\$ 0</b>              | <b>\$ 850,442</b> | <b>\$ 863,759</b>              | <b>\$ 0</b>              | <b>\$ 863,759</b> |



# CTC Expense Sources

County: Levy

CTC Status: Complete

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2019 - 06/30/2020

CTD Status: Complete

| Expense Sources                          | Selected Reporting Period      |                          |                   | Previous Reporting Period      |                          |                   |
|--|--------------------------------|--------------------------|-------------------|--------------------------------|--------------------------|-------------------|
|  | CTC & Transportation Operators | Coordination Contractors | Total             | CTC & Transportation Operators | Coordination Contractors | Total             |
| Labor                                    | \$ 377,944                     | \$ 0                     | \$ 377,944        | \$ 379,521                     | \$ 0                     | \$ 379,521        |
| Fringe Benefits                          | \$ 200,475                     | \$ 0                     | \$ 200,475        | \$ 185,115                     | \$ 0                     | \$ 185,115        |
| Services                                 | \$ 33,243                      | \$ 0                     | \$ 33,243         | \$ 30,099                      | \$ 0                     | \$ 30,099         |
| Materials & Supplies Consumed            | \$ 130,055                     | \$ 0                     | \$ 130,055        | \$ 159,256                     | \$ 0                     | \$ 159,256        |
| Utilities                                | \$ 9,767                       | \$ 0                     | \$ 9,767          | \$ 4,935                       | \$ 0                     | \$ 4,935          |
| Casualty & Liability                     | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Taxes                                    | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Miscellaneous                            | \$ 5,448                       | \$ 0                     | \$ 5,448          | \$ 9,724                       | \$ 0                     | \$ 9,724          |
| Interest                                 | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Leases & Rentals                         | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Capital Purchases                        | \$ 17,560                      | \$ 0                     | \$ 17,560         | \$ 68,364                      | \$ 0                     | \$ 68,364         |
| Contributed Services                     | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| Allocated Indirect Expenses              | \$ 0                           | \$ 0                     | \$ 0              | \$ 0                           | \$ 0                     | \$ 0              |
| <b>Purchased Transportation Services</b> |                                |                          |                   |                                |                          |                   |
| Bus Pass                                 | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| School Board (School Bus)                | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Transportation Network Companies (TNC)   | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Taxi                                     | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| Contracted Operator                      | \$ 0                           | N/A                      | \$ 0              | \$ 0                           | N/A                      | \$ 0              |
| <b>Total - Expense Sources</b>           | <b>\$ 774,492</b>              | <b>\$ 0</b>              | <b>\$ 774,492</b> | <b>\$ 837,014</b>              | <b>\$ 0</b>              | <b>\$ 837,014</b> |

County: Levy  
 CTC: Levy Board of County Commissioners  
 Contact: Connie Conley  
 970 E Hathaway Ave.  
 Bronson, FL 32621  
 352-486-3485  
 Email: conley-connie@levycounty.org

| Demographics            | Number |
|-------------------------|--------|
| Total County Population | 0      |
| Unduplicated Head Count | 343    |



| Trips By Type of Service  | 2018          | 2019          | 2020          |
|---------------------------|---------------|---------------|---------------|
| Fixed Route (FR)          | 0             | 0             | 0             |
| Deviated FR               | 0             | 0             | 0             |
| Complementary ADA         | 0             | 0             | 0             |
| Paratransit               | 30,232        | 30,687        | 24,240        |
| TNC                       | 0             | 0             | 0             |
| Taxi                      | 0             | 0             | 0             |
| School Board (School Bus) | 0             | 0             | 0             |
| Volunteers                | 0             | 0             | 0             |
| <b>TOTAL TRIPS</b>        | <b>30,232</b> | <b>30,687</b> | <b>24,240</b> |

| Vehicle Data  | 2018    | 2019    | 2020    |
|---------------|---------|---------|---------|
| Vehicle Miles | 952,783 | 417,417 | 367,470 |
| Roadcalls     | 8       | 3       | 9       |
| Accidents     | 0       | 0       | 1       |
| Vehicles      | 16      | 18      | 17      |
| Drivers       | 7       | 7       | 9       |

| Passenger Trips By Trip Purpose | 2018          | 2019          | 2020          |
|---------------------------------|---------------|---------------|---------------|
| Medical                         | 6,606         | 9,139         | 8,476         |
| Employment                      | 608           | 745           | 548           |
| Ed/Train/DayCare                | 16,262        | 17,275        | 12,404        |
| Nutritional                     | 837           | 754           | 563           |
| Life-Sustaining/Other           | 5,919         | 2,774         | 2,249         |
| <b>TOTAL TRIPS</b>              | <b>30,232</b> | <b>30,687</b> | <b>24,240</b> |

| Financial and General Data | 2018      | 2019      | 2020      |
|----------------------------|-----------|-----------|-----------|
| Expenses                   | \$864,983 | \$837,014 | \$774,492 |
| Revenues                   | \$941,619 | \$863,759 | \$850,442 |
| Commendations              | 11        | 1         | 1         |
| Complaints                 | 0         | 0         | 0         |
| Passenger No-Shows         | 245       | 215       | 335       |
| Unmet Trip Requests        | 132       | 140       | 0         |

| Passenger Trips By Revenue Source | 2018          | 2019          | 2020          |
|-----------------------------------|---------------|---------------|---------------|
| CTD                               | 11,344        | 7,093         | 8,571         |
| AHCA                              | 635           | 285           | 0             |
| APD                               | 6,971         | 7,401         | 5,290         |
| DOEA                              | 821           | 1,306         | 887           |
| DOE                               | 0             | 0             | 0             |
| Other                             | 10,461        | 14,602        | 9,492         |
| <b>TOTAL TRIPS</b>                | <b>30,232</b> | <b>30,687</b> | <b>24,240</b> |

| Performance Measures        | 2018    | 2019    | 2020    |
|-----------------------------|---------|---------|---------|
| Accidents per 100,000 Miles | 0       | 0       | 0.27    |
| Miles between Roadcalls     | 119,098 | 139,139 | 40,830  |
| Avg. Trips per Passenger    | 62.72   | 74.30   | 70.67   |
| Cost per Trip               | \$28.61 | \$27.28 | \$31.95 |
| Cost per Paratransit Trip   | \$28.61 | \$27.28 | \$31.95 |
| Cost per Total Mile         | \$0.91  | \$2.01  | \$2.11  |
| Cost per Paratransit Mile   | \$0.91  | \$2.01  | \$2.11  |

| Trips by Provider Type  | 2018          | 2019          | 2020          |
|-------------------------|---------------|---------------|---------------|
| CTC                     | 30,232        | 30,687        | 24,240        |
| Transportation Operator | 0             | 0             | 0             |
| Coordination Contractor | 0             | 0             | 0             |
| <b>TOTAL TRIPS</b>      | <b>30,232</b> | <b>30,687</b> | <b>24,240</b> |





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

March 4, 2021

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

RECOMMENDATION

**Re-elect Ms. Renate Cannon as the Board’s Vice-Chair or elect a new Vice-Chair.**

BACKGROUND

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

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

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March 4, 2021

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

RECOMMENDATION

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

BACKGROUND

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

1. July - September 2020 Operations Report;
2. July - September 2020 Complaint/Commendation Report; and
3. July - September 2020 Trip Denial Report.

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

Attachments

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**QUARTERLY OPERATING REPORT  
LEVY COUNTY TRANSIT  
LEVY COUNTY  
JULY - SEPTEMBER 2020**

| OPERATING DATA  | LEVY COUNTY TRANSIT |
|---|---------------------|
| <b>NUMBER OF INVOICED TRIPS</b>                         | <b>3,932</b>        |
| Florida Commission for the Transportation Disadvantaged | 1,690               |
| Florida Managed Medical Assistance Program              | 0                   |
| Florida Department of Elder Affairs                     | 0                   |
| Levy County ARC   | 0                   |
| Other   | 2,242               |
| <b>TOTAL VEHICLE MILES</b>                              | <b>68,563</b>       |
| <b>TOTAL REVENUE VEHICLE MILES</b>                      | <b>58,395</b>       |
| <b>TOTAL VEHICLE HOURS</b>                              | <b>2,794</b>        |
| <b>TOTAL DOLLARS INVOICED</b>                           | <b>\$92,382.43</b>  |
| Florida Commission for the Transportation Disadvantaged | \$86,028.43         |
| Florida Managed Medical Assistance Program              | \$0.00              |
| Florida Department of Elder Affairs                     | \$0.00              |
| Levy County ARC   | \$0.00              |
| Other (Private Pay and Schools)                         | \$6,354.00          |
| <b>AVERAGE COST PER TRIP</b>                            | <b>\$23.50</b>      |
| Florida Commission for the Transportation Disadvantaged | <b>\$50.90</b>      |
| Florida Managed Medical Assistance Program              | #DIV/0!             |
| Florida Department of Elder Affairs                     | #DIV/0!             |
| Levy County ARC   | #DIV/0!             |
| Other   | <b>\$2.83</b>       |
| <b>AVERAGE COST PER VEHICLE MILE</b>                    | <b>\$1.35</b>       |
| <b>AVERAGE COST PER REVENUE VEHICLE MILE</b>            | <b>\$1.58</b>       |
| <b>AVERAGE COST PER VEHICLE HOUR</b>                    | <b>\$33.06</b>      |
| <b>TRIP PURPOSE*</b>                                    |                     |
| Medical   | 1,977               |
| Employment  | 26                  |
| Education/Training                                      | 1,621               |
| Shopping  | 172                 |
| Meal Site   | 0                   |
| Recreation  | 24                  |
| Other (Social, Legal, Escorts)                          | 112                 |
| <b>NUMBER OF TRIPS DENIED</b>                           | <b>0</b>            |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>        | <b>3,932</b>        |
| <b>PERCENT OF SINGLE PASSENGER TRIPS</b>                | <b>100%</b>         |
| <b>NUMBER OF ACCIDENTS</b>                              | <b>0</b>            |
| <b>NUMBER OF VEHICLES</b>                               | <b>8</b>            |
| <b>AVERAGE NUMBER OF TRIPS PER VEHICLE</b>              | <b>17</b>           |
| <b>AVERAGE MILES PER TRIP</b>                           | <b>17</b>           |
| <b>NUMBER OF ROADCALLS</b>                              | <b>1</b>            |
| <b>MILES BETWEEN ROADCALLS</b>                          | <b>68,563</b>       |

Source: Levy County Transit

**QUARTERLY OPERATING REPORT  
LEVY COUNTY TRANSIT  
LEVY COUNTY  
JULY - SEPTEMBER 2019**

| OPERATING DATA  | LEVY COUNTY TRANSIT |
|---|---------------------|
| <b>NUMBER OF INVOICED TRIPS</b>                         | <b>7,236</b>        |
| Florida Commission for the Transportation Disadvantaged | 2,243               |
| Florida Managed Medical Assistance Program              | 0                   |
| Florida Department of Elder Affairs                     | 381                 |
| Levy County ARC   | 1,960               |
| Other   | 2,652               |
| <b>TOTAL VEHICLE MILES</b>                              | <b>105,296</b>      |
| <b>TOTAL REVENUE VEHICLE MILES</b>                      | <b>92,455</b>       |
| <b>TOTAL VEHICLE HOURS</b>                              | <b>\$4,148.00</b>   |
| <b>TOTAL DOLLARS INVOICED</b>                           | <b>\$142,383.95</b> |
| Florida Commission for the Transportation Disadvantaged | \$88,847.60         |
| Florida Managed Medical Assistance Program              | \$0.00              |
| Florida Department of Elder Affairs                     | \$6,694.17          |
| Levy County ARC   | \$27,990.68         |
| Other   | \$18,851.50         |
| <b>AVERAGE COST PER TRIP</b>                            | <b>\$19.68</b>      |
| Florida Commission for the Transportation Disadvantaged | \$39.61             |
| Florida Managed Medical Assistance Program              | \$0.00              |
| Florida Department of Elder Affairs                     | \$17.57             |
| Levy County ARC   | \$14.28             |
| Other   | \$7.11              |
| <b>AVERAGE COST PER VEHICLE MILE</b>                    | <b>\$1.35</b>       |
| <b>AVERAGE COST PER REVENUE VEHICLE MILE</b>            | <b>\$1.54</b>       |
| <b>AVERAGE COST PER VEHICLE HOUR</b>                    | <b>\$34.33</b>      |
| <b>TRIP PURPOSE*</b>                                    |                     |
| Medical   | 2,388               |
| Employment  | 141                 |
| Education/Training                                      | 3,679               |
| Shopping  | 221                 |
| Meal Site   | 192                 |
| Recreation  | 269                 |
| Other (Social, Legal, Escorts)                          | 346                 |
| <b>NUMBER OF TRIPS DENIED</b>                           | <b>3</b>            |
| <b>NUMBER OF SINGLE PASSENGER TRIPS PROVIDED</b>        | <b>7,236</b>        |
| <b>PERCENT OF SINGLE PASSENGER TRIPS</b>                | <b>100%</b>         |
| <b>NUMBER OF ACCIDENTS</b>                              | <b>0</b>            |
| <b>NUMBER OF VEHICLES</b>                               | <b>7</b>            |
| <b>AVERAGE NUMBER OF TRIPS PER VEHICLE</b>              | <b>15</b>           |
| <b>AVERAGE MILES PER TRIP</b>                           | <b>15</b>           |
| <b>NUMBER OF ROADCALLS -</b>                            | <b>4</b>            |
| <b>MILES BETWEEN ROADCALLS</b>                          | <b>26,324</b>       |

**LEVY COUNTY  
SERVICE COMPLAINTS/COMMENDATIONS  
JULY - SEPTEMBER 2020**

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

Source: Levy County Transit

**LEVY COUNTY  
UNMET TRANSPORTATION NEEDS  
JULY - SEPTEMBER 2020**

| <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 (Non-medical-overbooked</b> | <b>0</b>                      |
| <b>TOTALS</b>                        | <b>0</b>                      |

Source: Levy County Transit



**ATTENDANCE RECORD**

**LEVY COUNTY  
TRANSPORTATION DISADVANTAGED  
COORDINATING BOARD**

| <b>MEMBER/ORGANIZATION</b>  | <b>NAME</b>                                | <b>11/20/2019</b> | <b>1/16/2020</b> | <b>6/18/2020</b> | <b>9/17/2020</b> |
|---|--|-------------------|------------------|------------------|------------------|
| Chair   | Commissioner Matt Brooks                   |                   |                  | P                | P                |
| Florida Department of Transportation<br>Alternate Member          | Sandra Collins<br>Lauren Adams             | A<br>A            | A<br>A           | P<br>A           | P<br>P           |
| Florida Department of Children and Families<br>Alternate Member   | John Wisker<br>Amy Burton                  |                   |                  | P<br>A           | P<br>A           |
| Florida Department of Education<br>Alternate Member               | Jeff Aboumrad<br>Peter Shepis              | P<br>A            | P<br>A           | P<br>A           | A<br>A           |
| Florida Department of Elder Affairs<br>Alternate Member           | Matthew Pearson<br>Vacant                  | A                 | A                | P                | A                |
| Florida Agency for Health Care Administration<br>Alternate Member | Dewece Ogden<br>Vacant                     | A                 | P                | P                | P                |
| Florida Agency for Persons with Disabilities<br>Alternate Member  | Sylvia Bamburg<br>Vacant                   |                   |                  |                  | A                |
| Regional Workforce Board<br>Alternate Member                      | Cindy LeCouris<br>Dale French              |                   | P<br>A           | P<br>A           | P<br>A           |
| Central Florida Community Action Agency<br>Alternate Member       | Tiffany McKenzie<br>Charles J. Harris, Jr. | A<br>A            | P<br>A           | P<br>A           | P<br>A           |
| Public Education Community<br>Alternate Member                    | Gary Masters<br>Joseph Wain                | A<br>A            | A<br>P           | A<br>P           | A<br>A           |
| Veterans<br>Alternate Member                                      | Robert E. Lowyns<br>Julie E. Rose          | P<br>A            | P<br>A           | A<br>P           | A<br>A           |
| Citizen Advocate<br>Alternate Member                              | Renate M. Cannon<br>Vacant                 | P                 | P                | P                | P                |
| Citizen Advocate-User<br>Alternate Member                         | Tammy Jean Ippolito<br>Vacant              | A                 | A                | A                | A                |
| Persons with Disabilities<br>Alternate Member                     | Vacant<br>Vacant                           |                   |                  |                  |                  |
| Elderly<br>Alternate Member                                       | Vacant<br>Vacant                           |                   |                  |                  |                  |
| Local Medical Community<br>Alternate Member                       | Vacant<br>Vacant                           |                   |                  |                  |                  |
| Children at Risk<br>Alternate Member                              | Sandra Woodard<br>Brooke Ward              | P<br>A            | P<br>A           | P<br>A           | P<br>A           |
| Private Transit<br>Alternate Member                               | Vacant<br>Vacant                           |                   |                  |                  |                  |

LEGEND KEY: P-Present A-Absent

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

