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

November 10, 2022

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, November 17, 2022 at 10:00 a.m.** in the **Clerk Conference Room in the Levy County Clerk of Court Office located at 355 South Court Street in Bronson, Florida.** 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

****Please note that at least two (2) Board members must be present in person in addition to at least three (3) Board members present via communications media technology to establish a quorum in order to vote on agenda items that require formal action.****

Per the Centers for Disease Control and Prevention guidelines, to reduce the risk of becoming infected with the virus that causes COVID-19 and potentially spreading it to others, fully vaccinated people should wear a mask indoors in public if they are in an area of substantial or high transmission; if someone in their household is immunocompromised or at increased risk for severe disease; or if someone in their household is unvaccinated.

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.

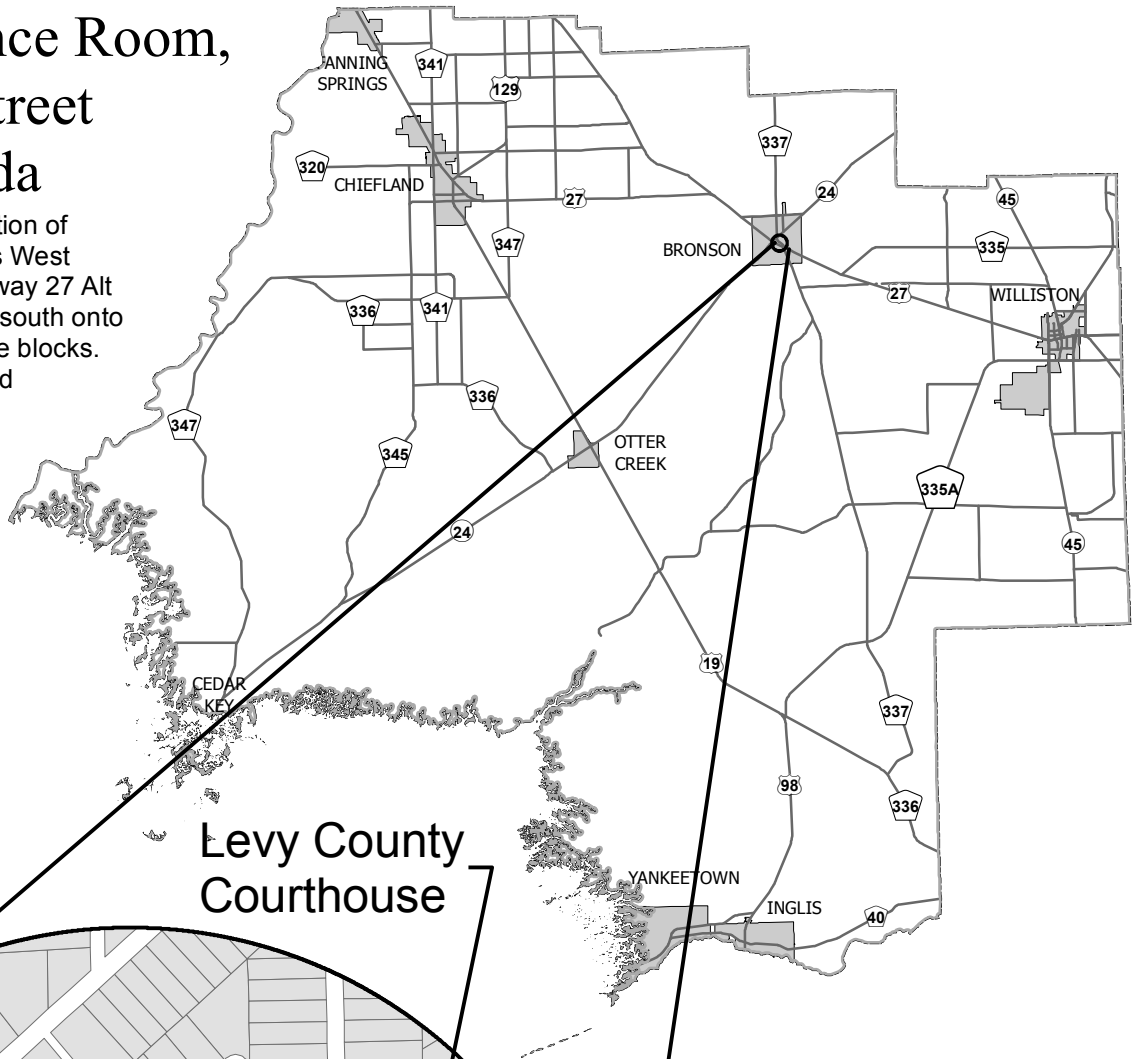
Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this public meeting is asked to advise our office at least **2 business days** before the meeting by contacting 352.955.2200 extension 110. If you are hearing or speech impaired,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

Attachments

T:\Lynn\TD2022\Levy\Memos\nov.docx

Levy County Clerk of Court Office Clerk Conference Room, 355 S. Court Street Bronson, Florida

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



Levy County
Courthouse



1 inch = 667 feet





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**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING ANNOUNCEMENT AND AGENDA

Levy County Clerk of Court Office
Clerk Conference Room
355 South Court Street
Bronson, Florida

Thursday
November 17, 2022
10:00 a.m.

I. BUSINESS MEETING – CALL TO ORDER

- A. Invocation**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Approval of the Meeting Agenda Page 3 ACTION REQUIRED**
- E. Approval of the September 15, 2022 Minutes Page 7 ACTION REQUIRED**

II. NEW BUSINESS

- A. 2021/22 Annual Performance Evaluation Page 11 ACTION REQUIRED**
The Board needs to approve Levy County Transit’s 2021/22 annual performance evaluation
- B. 2021/22 Annual Operating Report Page 47 NO ACTION REQUIRED**
The Board needs to review the 2021/22 Levy County Annual Operating Report
- C. Levy County Transit Operations Reports Page 57 NO ACTION REQUIRED**

III. OTHER BUSINESS

Comments

IV. FUTURE MEETING DATES

- A. January 12, 2023 at 10:00 a.m.**
- B. April 13, 2023 at 10:00 a.m.**
- C. September 21, 2023 at 10:00 a.m.**
- D. November 16, 2023 at 10:00a.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**

MEMBER/REPRESENTING	ALTERNATE/REPRESENTING
Russell Meeks Jr. Local Elected Official/Chair	Not applicable
Geanelly Reveron Florida Department of Transportation	Lauren Adams Florida Department of Transportation Grievance Committee Member
John Wisker Florida Department of Children and Families	Amy Burton Florida Department of Children and Families
Vacant Florida Department of Education	Vacant Florida Department of Education
Matthew Pearson Florida Department of Elder Affairs	Vacant Florida Department of Elder Affairs
Reeda Harris Florida Agency for Health Care Administration	Pamela Hagley Florida Agency for Health Care Administration
Sheryl Dick-Stanford Florida Agency for Persons with Disabilities	Sylvia Bamburg Florida Agency for Persons with Disabilities
Larry Trowbridge Regional Workforce Board Grievance Committee Member	Vacant Regional Workforce Board
Tiffany McKenzie Central Florida Community Action Agency, Inc. Term ending June 30, 2023	Caroline W. Ruff-Looney Central Florida Community Action Agency, Inc. Term ending June 30, 2023
Gary Masters, Vice-Chair Public Education Community Grievance Committee Member	Joseph Wain Public Education Community
Vacant Veterans Grievance Committee Member Term ending June 30, 2023	Vacant Veterans Term ending June 30, 2023
Vacant Citizen Advocate Term ending June 30, 2024	Vacant Citizen Advocate Term ending June 30, 2024
Tammy Jean Ippolito Citizen Advocate - User Term ending June 30, 2024	Vacant Citizen Advocate - User Term ending June 30, 2024
Vacant Persons with Disabilities Term ending June 30, 2024	Vacant Persons with Disabilities Term ending June 30, 2024
Vacant Elderly Term ending June 30, 2023	Vacant Elderly Term ending June 30, 2023
Vacant Medical Community Term ending June 30, 2025	Vacant Medical Community Term ending June 30, 2025
Vacant Children at Risk Term ending June 30, 2025	Vacant Children at Risk Term ending June 30, 2025
Vacant Private Transit Term ending June 30, 2025	Vacant Private Transit Term ending June 30, 2025

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

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**LEVY COUNTY
TRANSPORTATION DISADVANTAGED COORDINATING BOARD**

MEETING MINUTES

Levy County Clerk of Court Office
Clerk Conference Room
355 South Court Street
Bronson, Florida
Dial in Number: Toll free 1.888.585.9008
Conference Code: 864 183 272

Thursday
September 15, 2022
10:00 a.m.

VOTING MEMBERS PRESENT IN PERSON

Commissioner Russell “Rock” Meeks, Chair
Tammy Ippolito, Citizen Advocate – User
Gary Masters, Public Education Representative
Larry Trowbridge, Regional Workforce Board Representative
John Wisker, Florida Department of Children and Families Representative

VOTING MEMBERS PRESENT VIA TELECOMMUNICATIONS MEDIA TECHNOLOGY

Jeff Aboumrad, Florida Department of Education Representative
Pamely Hagely representing Reeda Harris, Florida Agency for Health Care Administration Representative
Geanelly Reveron, Florida Department of Transportation Representative
Sheryl Stanford, Florida Agency for Persons with Disabilities Representative

VOTING MEMBERS ABSENT

Robert E. Lowyns, Veterans Representative
Tiffany McKenzie, Central Florida Community Action Agency, Inc. Representative
Matthew Pearson, Florida Department of Elder Affairs Representative

OTHERS PRESENT

Olajuwon White, Levy County Veterans Service Office Director

STAFF PRESENT

Lynn Godfrey, North Central Florida Regional Planning Council

I. BUSINESS MEETING CALL TO ORDER

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

A. Invocation

Chair Meeks gave the invocation.

B. Pledge of Allegiance

Chair Meeks 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. Approval of the Meeting Agenda

ACTION: Larry Trowbridge moved to approve the meeting agenda. Tammy Ippolito seconded; motion passed unanimously.

E. Approval of the May 12, 2022 Meeting Minutes

ACTION: Tammy Ippolito moved to approve the May 12, 2022 meeting minutes. Gary Masters seconded; motion passed unanimously.

II. NEW BUSINESS

A. 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 not recommending any changes to the Bylaws.

ACTION: Larry Trowbridge moved to approve the Bylaws. Tammy Ippolito seconded; motion passed unanimously.

B. 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 not recommending any changes to the Grievance Procedures.

ACTION: Tammy Ippolito moved to approve the Grievance Procedures. John Wisker seconded; motion passed unanimously.

C. Elect Vice-Chair

ACTION: John Wisker moved to re-elect Gary Masters as Vice-Chair. Larry Trowbridge seconded; motion passed unanimously.

D. Levy County Transit Operations Reports

Ms. Godfrey discussed the quarterly operations reports.

III. OTHER BUSINESS

A. Comments

Pamela Hagley stated that the Florida Agency for Healthcare Administration will be sending notification letters for healthcare plan open enrollment in October. She also said the agency now requires all Medicaid service providers to pay a minimum wage of \$15.00 per hour beginning October 1, 2022.

IV. FUTURE MEETING DATES

Chair Meeks stated that the next meeting of the Board is scheduled for Thursday, November 17, 2022 at 10:00 a.m. He thanked all of the Board members for attending the meeting.

ADJOURNMENT

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

Chair

Date

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November 10, 2022

TO: Levy County Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: 2021/22 Annual Performance Evaluation

RECOMMENDATION

Approve Levy County Transit’s 2021/22 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 2021/22 annual performance evaluation. If you have any questions concerning the attached evaluation, please contact me at extension 110.

Attachment

T:\Lynn\TD2022\Levy\Memos\eval.docx

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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, 2021 - June 30, 2022

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2021/22 Community Transportation Coordinator Annual Performance Evaluation

Approved by the

Levy County
Transportation Disadvantaged Coordinating Board

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

Russell Meeks Jr., Chair

with Assistance from



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

November 17, 2022

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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?**

7/01/2020

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 1-800-733-5389
(Transportation Dept.)
1-800-955-8771 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)733-5389 TDD: (800)955-8771 or Dial 711

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

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

Please provide 24 hour notice for canceled appointments.

Please have exact change for drivers.

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 unpaid for more than 30 days.

- The ORIGINATION PICK UP WINDOW is the window of time to expect a driver from Levy County Transit to pick you up from your residence (or original point of transfer) and transport you to your destination. We have a two (2) hour window, which means you may be picked up 2 hours prior to your appointment. In extreme cases this window may be 3 hours (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's not an idea worth having if it's not worth doing. It's not an idea worth doing if it's not worth doing for you. It's not an idea worth doing if it's not worth doing for your community.

It's not an idea worth having if it's not worth doing. It's not an idea worth doing if it's not worth doing for you. It's not an idea worth doing if it's not worth doing for your community.

Going to the doctor's office, grocery shopping, church and other activities makes up a lot of life, which being...

It's critical that I have this transportation assistance to my... because I have...

It's about time we were able to get everywhere...

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 contact:
Levy County Board of Transportation
1000 Highway 17 North
Levy Center, Room 200
Levy Center, Room 200
Levy Center, Room 200
Levy Center, Room 200





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Transportation

Title VI Plan

View/Download Files	Size (kb)
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

View/Download Files	Size (kb)
LCT Brochure	313

APPLICATION FOR TD NON-SPONSORED TRANSPORTATION SERVICES

View/Download Files	Size (kb)
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.

View/Download Files	Size (kb)
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

Toll Free: 1-800-733-5389

TDD: 1-800-955-8771

Office Hours: 7:00 a.m. to 5:00 p.m.

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.)

Name _____ Day Phone: (____) _____

Evening Phone: (____) _____

Address _____

Relationship to applicant: _____ How long: _____

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

Signature: _____ Date: _____

(Parent or Legal Guardian of Applicant)

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

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

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

All services are open to the general public.

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

For Office use only

Approved _____ Denied _____ Reason for denial: _____ Date _____

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

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

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:**

12/22/2020

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:**

12/22/2020

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATE OF COMPLIANCE
for a
SECTION 5311 SUBRECIPIENT
(Certifying compliance with 49 CFR Parts 40, 655)
To
Florida Department of Transportation

725-030-10
TRANSIT
12/01

DATE 12/22/2020

Section 5311 Subrecipient Information:

AGENCY NAME: Levy County BOCC

ADDRESS: 310 School Street, Bronson, FL 32621

PHONE: 352-486-3485

FDOT District Office Information:

NAME: Doreen Joyner-Howard, AICP


ADDRESS: 2198 Edison Avenue, Jacksonville, FL

PHONE: 904-360-5650

I, Connie Conley (Name), Director (Title)

hereby certify that Levy County Board of County Commissioners/Levy County Transit (Name of Subrecipient) and its applicable contractor(s) (listing attached hereto) for Levy County Board of County Commissioners/Levy County Transit (Name of Subrecipient)

has (have) established and implemented an anti-drug and alcohol misuse prevention program in accordance with the provisions of 49 CFR Parts 40 and 655 as amended. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Parts 40 and 655 as amended.



Signature

Attachment: (Applicable Contractor(s) - Name, Address, Phone #, Contact Person)



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): 2021

Certification Year: (Previous): 2020

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

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

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

Blue Ink Signature: Connie G Date: 12/22/2020
(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, Bronson, FL 32621

Name of Qualified Mechanic who Performed Annual Inspections: Bruce Haney

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



Annual Grant Self Certification

Certifying compliance with United States Code Section 5309, 5310, 5311/ARRA, 5316, 5317, and 5339 Programs to the Florida Department of Transportation

Certification Date (Current): 2021

Certification Year: (Previous): 2020

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

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

1. The grant funded vehicles, facilities, and equipment continue to be used for the purpose for which the grants were awarded.
2. The vehicles, facilities, and equipment have not been sold, damaged or otherwise taken out of service. The Agency has notified the Department of all accidents and casualties within 24 hours of such events.
3. The Agency carries adequate insurance to maintain, repair, or replace the vehicles, facilities, and equipment in the event of loss or damage due to an accident or casualty.
4. The Agency's Preventative Maintenance Plan and Facilities and Equipment Preventative Maintenance Plan (if applicable) is current and the agency is in compliance with the Plan (s). The vehicles, facilities, and equipment are maintained in good working condition. Annual vehicle and wheelchair safety inspections have been performed on all operational buses.

Blue Ink Signature: *Connie Conley* Date: December 22, 2020
(Individual responsible for assurance of compliance)

Name: Connie Conley Title: Director

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

Name: Levy County Transit
Address: 970 E Hathaway Avenue, Bronson, FL 32621

Name of qualified mechanic who performed wheelchair inspections: Bruce Haney

Name and address of entity(ies) which has (have) performed wheelchair inspections:

Name: Levy County Transit
Address: 970 E Hathaway Avenue, Bronson, FL 32621

Name of qualified mechanic who performed annual inspections: Bruce Haney

Name and address of entity(ies) which has (have) performed annual inspections:

Name: Levy County Transit
Address: 970 E Hathaway Avenue, Bronson, FL 32621

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

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

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

Transport of Escorts and dependent children policy	Passengers, who because of age 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.

Measurable Standards/Goals	Standard/Goal	Is the Community Transportation Coordinator meeting the Standard?
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

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	237



Trips By Type of Service	2020	2021	2022
Fixed Route (FR)	0	0	0
Deviated FR	0	0	0
Complementary ADA	0	0	0
Paratransit	24,240	19,757	23,890
TNC	0	0	0
Taxi	0	0	0
School Board (School Bus)	0	0	0
Volunteers	0	0	0
TOTAL TRIPS	24,240	19,757	23,890

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	8,476	7,122	6,359
Employment	548	57	35
Ed/Train/DayCare	12,404	11,129	15,296
Nutritional	563	2	105
Life-Sustaining/Other	2,249	1,447	2,095
TOTAL TRIPS	24,240	19,757	23,890

Passenger Trips By Revenue Source	2020	2021	2022
CTD	8,571	6,039	6,326
AHCA	0	2	0
APD	5,290	2,329	4,790
DOEA	887	0	220
DOE	0	0	0
Other	9,492	11,387	12,554
TOTAL TRIPS	24,240	19,757	23,890

Trips by Provider Type	2020	2021	2022
CTC	24,240	19,757	23,890
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	24,240	19,757	23,890

Vehicle Data	2020	2021	2022
Vehicle Miles	367,470	281,162	275,148
Roadcalls	9	10	4
Accidents	1	0	0
Vehicles	17	17	16
Drivers	9	7	5

Financial and General Data	2020	2021	2022
Expenses	\$774,492	\$820,275	\$897,864
Revenues	\$850,442	\$1,120,499	\$1,173,465
Commendations	1	2	0
Complaints	0	0	0
Passenger No-Shows	335	195	145
Unmet Trip Requests	0	0	0

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0.27	0	0
Miles between Roadcalls	40,830	28,116	68,787
Avg. Trips per Passenger	70.67	75.12	100.80
Cost per Trip	\$31.95	\$41.52	\$37.58
Cost per Paratransit Trip	\$31.95	\$41.52	\$37.58
Cost per Total Mile	\$2.11	\$2.92	\$3.26
Cost per Paratransit Mile	\$2.11	\$2.92	\$3.26

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/commodations?**

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	3	1	1

Have you been denied transportation services?

Yes 0

No 5

What is your trip purpose?

Medical	Education/Training	Employment	Other
4	0	0	1

Do you have concerns with your service?

Yes 0

No 5

What types of concerns do you have?

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

PURCHASING AGENCY SURVEY

Purchasing Agency: Suwannee River Economic Council, Inc.

Representative of Purchasing Agency: Matthew Pearson, Executive Director

County: Levy

1) What is the primary purpose for purchasing transportation service from Levy County Transit for your clients?

- Medical
- Employment
- Education/Training/Day Care
- Nutritional
- Life Sustaining/Other

2) Do you have any concerns with Levy County Transit's service?

- Yes
- No If no, skip to question 6

3) If you answered "yes" to question 2 above, please identify the types of concerns:

- Advance notice requirement
- Cost
- Service area limits
- Pick up times not convenient
- Vehicle condition
- Lack of passenger assistance
- Accessibility concerns
- Complaints about drivers
- Complaints about timeliness
- Length of wait for reservations
- Other _____

4) Overall, are you satisfied with the transportation services provided by Levy County Transit?

- Yes
- No If no, why? _____

Thank you for completing this survey.

VIII COST



CTC Expense Sources

County: Levy

CTC Status: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Expense Sources						
Labor	\$ 376,775	\$ 0	\$ 376,775	\$ 416,243	\$ 0	\$ 416,243
Fringe Benefits	\$ 169,090	\$ 0	\$ 169,090	\$ 183,902	\$ 0	\$ 183,902
Services	\$ 23,435	\$ 0	\$ 23,435	\$ 22,904	\$ 0	\$ 22,904
Materials & Supplies Consumed	\$ 135,066	\$ 0	\$ 135,066	\$ 104,084	\$ 0	\$ 104,084
Utilities	\$ 9,167	\$ 0	\$ 9,167	\$ 9,592	\$ 0	\$ 9,592
Casualty & Liability	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 1,688	\$ 0	\$ 1,688	\$ 804	\$ 0	\$ 804
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 182,643	\$ 0	\$ 182,643	\$ 82,746	\$ 0	\$ 82,746
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 897,864	\$ 0	\$ 897,864	\$ 820,275	\$ 0	\$ 820,275

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	0
Private For-Profit	0	0
Government	1	1
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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November 10, 2022

TO: Levy County Transportation Disadvantaged Coordinating Board
 FROM: Lynn Godfrey, AICP, Senior Planner
 SUBJECT: 2021/2022 Annual Operating Report

RECOMMENDATION

Review Levy County Transit’s 2021/2022 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 2021/2022 Annual Operating Report.

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

Attachment

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CTC Organization

County: Levy

CTC Status: Approved

Fiscal Year: 7/1/2021 - 6/30/2022

CTD Status: Approved

Date Initiated: 8/19/2022

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: Russell 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, Russell Meeks, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. 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: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
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	21,858	0	21,858	18,150	0	18,150
Non-Ambulatory	2,032	0	2,032	1,607	0	1,607
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
Total - Service Type	23,890	0	23,890	19,757	0	19,757
Contracted Transportation Operator						
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
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	2	0	2
Agency for Persons with Disabilities (APD)	4,790	0	4,790	2,329	0	2,329
Comm for the Transportation Disadvantaged (CTD)	6,326	N/A	6,326	6,039	N/A	6,039
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)	220	0	220	0	0	0
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)	12,554	0	12,554	11,385	0	11,385
Local Government	0	0	0	1	0	1
Local Non-Government	0	0	0	1	0	1
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	23,890	0	23,890	19,757	0	19,757



**Transportation
Disadvantaged**

CTC Trips (cont'd)

County: Levy

CTC Status: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	4,800	0	4,800	5,056	0	5,056
Children At Risk	0	0	0	14	0	14
Persons With Disabilities	4,790	0	4,790	2,329	0	2,329
Low Income	6,896	0	6,896	1,844	0	1,844
Other	7,404	0	7,404	10,514	0	10,514
Total - Passenger Type	23,890	0	23,890	19,757	0	19,757
Trip Purpose - One Way						
Medical	6,359	0	6,359	7,122	0	7,122
Employment	35	0	35	57	0	57
Education/Training/Daycare	15,296	0	15,296	11,129	0	11,129
Nutritional	105	0	105	2	0	2
Life-Sustaining/Other	2,095	0	2,095	1,447	0	1,447
Total - Trip Purpose	23,890	0	23,890	19,757	0	19,757
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	237	0	237	263	0	263
Total - UDPHC	237	0	237	263	0	263
Unmet & No Shows						
Unmet Trip Requests	0	N/A	0	0	N/A	0
No Shows	145	N/A	145	195	N/A	195
Customer Feedback						
Complaints	0	N/A	0	0	N/A	0
Commendations	0	N/A	0	2	N/A	2



CTC Vehicles & Drivers

County: Levy

CTC Status: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
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	275,148	0	275,148	281,162	0	281,162
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
Total - Vehicle Miles	275,148	0	275,148	281,162	0	281,162
Roadcalls & Accidents						
Roadcalls	4	0	4	10	0	10
Chargeable Accidents	0	0	0	0	0	0
Vehicle Inventory						
Total Number of Vehicles	16	0	16	17	0	17
Number of Wheelchair Accessible Vehicles	15	0	15	16	0	16
Drivers						
Number of Full Time & Part Time Drivers	5	0	5	7	0	7
Number of Volunteer Drivers	0	0	0	0	0	0



CTC Revenue Sources

County: Levy

CTC Status: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Revenue Sources						
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 166	\$ 0	\$ 166
Agency for Persons with Disabilities (APD)	\$ 64,413	\$ 0	\$ 64,413	\$ 25,773	\$ 0	\$ 25,773
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)	\$ 3,567	\$ 0	\$ 3,567	\$ 0	\$ 0	\$ 0
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 354,700	N/A	\$ 354,700	\$ 333,706	N/A	\$ 333,706
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 91,515	N/A	\$ 91,515	\$ 82,746	N/A	\$ 82,746
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5310	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
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	\$ 583,541	\$ 0	\$ 583,541	\$ 611,643	\$ 0	\$ 611,643
Local Government						
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	\$ 0	\$ 0	\$ 0	\$ 164	\$ 0	\$ 164
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 75,633	\$ 0	\$ 75,633	\$ 66,111	\$ 0	\$ 66,111
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 96	\$ 0	\$ 96	\$ 190	\$ 0	\$ 190
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 1,173,465	\$ 0	\$ 1,173,465	\$ 1,120,499	\$ 0	\$ 1,120,499



**Transportation
Disadvantaged**

CTC Expense Sources

County: Levy

CTC Status: Approved

CTC Organization: Levy Board of County Commissioners

Fiscal Year: 07/01/2021 - 06/30/2022

CTD Status: Approved

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 376,775	\$ 0	\$ 376,775	\$ 416,243	\$ 0	\$ 416,243
Fringe Benefits	\$ 169,090	\$ 0	\$ 169,090	\$ 183,902	\$ 0	\$ 183,902
Services	\$ 23,435	\$ 0	\$ 23,435	\$ 22,904	\$ 0	\$ 22,904
Materials & Supplies Consumed	\$ 135,066	\$ 0	\$ 135,066	\$ 104,084	\$ 0	\$ 104,084
Utilities	\$ 9,167	\$ 0	\$ 9,167	\$ 9,592	\$ 0	\$ 9,592
Casualty & Liability	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 1,688	\$ 0	\$ 1,688	\$ 804	\$ 0	\$ 804
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Purchases	\$ 182,643	\$ 0	\$ 182,643	\$ 82,746	\$ 0	\$ 82,746
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Purchased Transportation Services						
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
Total - Expense Sources	\$ 897,864	\$ 0	\$ 897,864	\$ 820,275	\$ 0	\$ 820,275

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	237



Trips By Type of Service	2020	2021	2022	Vehicle Data	2020	2021	2022
Fixed Route (FR)	0	0	0	Vehicle Miles	367,470	281,162	275,148
Deviated FR	0	0	0	Roadcalls	9	10	4
Complementary ADA	0	0	0	Accidents	1	0	0
Paratransit	24,240	19,757	23,890	Vehicles	17	17	16
TNC	0	0	0	Drivers	9	7	5
Taxi	0	0	0				
School Board (School Bus)	0	0	0				
Volunteers	0	0	0				
TOTAL TRIPS	24,240	19,757	23,890				

Passenger Trips By Trip Purpose	2020	2021	2022
Medical	8,476	7,122	6,359
Employment	548	57	35
Ed/Train/DayCare	12,404	11,129	15,296
Nutritional	563	2	105
Life-Sustaining/Other	2,249	1,447	2,095
TOTAL TRIPS	24,240	19,757	23,890

Financial and General Data	2020	2021	2022
Expenses	\$774,492	\$820,275	\$897,864
Revenues	\$850,442	\$1,120,499	\$1,173,465
Commendations	1	2	0
Complaints	0	0	0
Passenger No-Shows	335	195	145
Unmet Trip Requests	0	0	0

Passenger Trips By Revenue Source	2020	2021	2022
CTD	8,571	6,039	6,326
AHCA	0	2	0
APD	5,290	2,329	4,790
DOEA	887	0	220
DOE	0	0	0
Other	9,492	11,387	12,554
TOTAL TRIPS	24,240	19,757	23,890

Performance Measures	2020	2021	2022
Accidents per 100,000 Miles	0.27	0	0
Miles between Roadcalls	40,830	28,116	68,787
Avg. Trips per Passenger	70.67	75.12	100.80
Cost per Trip	\$31.95	\$41.52	\$37.58
Cost per Paratransit Trip	\$31.95	\$41.52	\$37.58
Cost per Total Mile	\$2.11	\$2.92	\$3.26
Cost per Paratransit Mile	\$2.11	\$2.92	\$3.26

Trips by Provider Type	2020	2021	2022
CTC	24,240	19,757	23,890
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	24,240	19,757	23,890

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November 10, 2022

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 2022 – September 2022 Operations Report;
2. July 2022 – September 2022 Complaint/Commendation Report; and
3. July 2022 – September 2022 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 2022 -SEPTEMBER 2022**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	5,099
Florida Commission for the Transportation Disadvantaged	1,559
Florida Managed Medical Assistance Program	0
Florida Department of Elder Affairs	232
Levy County ARC	879
Other	2,429
TOTAL VEHICLE MILES	97,404
TOTAL REVENUE VEHICLE MILES	61,280
TOTAL VEHICLE HOURS	2,459
TOTAL DOLLARS INVOICED	\$121,048.03
Florida Commission for the Transportation Disadvantaged	\$87,233.43
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$4,075.34
Levy County ARC	\$11,903.00
Other (Private Pay and Schools)	\$17,836.26
AVERAGE COST PER TRIP	\$23.74
Florida Commission for the Transportation Disadvantaged	\$55.95
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$17.57
Levy County ARC	\$13.54
Other	\$7.34
AVERAGE COST PER VEHICLE MILE	\$1.24
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.98
AVERAGE COST PER VEHICLE HOUR	\$49.23
TRIP PURPOSE*	
Medical	1,608
Employment	0
Education/Training	2,806
Shopping	184
Meal Site	189
Recreation	21
Other (Social, Legal, Escorts)	291
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	5,099
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	6
AVERAGE NUMBER OF TRIPS PER VEHICLE	850
AVERAGE MILES PER TRIP	19
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	97,404

Source: Levy County Transit

**QUARTERLY OPERATING REPORT
LEVY COUNTY TRANSIT
LEVY COUNTY
JULY 2021 - SEPTEMBER 2021**

OPERATING DATA	LEVY COUNTY TRANSIT
NUMBER OF INVOICED TRIPS	5,078
Florida Commission for the Transportation Disadvantaged	1,463
Florida Managed Medical Assistance Program	0
Florida Department of Elder Affairs	0
Levy County ARC	1,160
Other	2,455
TOTAL VEHICLE MILES	67,330
TOTAL REVENUE VEHICLE MILES	58,154
TOTAL VEHICLE HOURS	2,742
TOTAL DOLLARS INVOICED	\$112,004.13
Florida Commission for the Transportation Disadvantaged	\$88,082.00
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$0.00
Levy County ARC	\$15,009.00
Other (Private Pay and Schools)	\$8,913.13
AVERAGE COST PER TRIP	\$22.06
Florida Commission for the Transportation Disadvantaged	\$60.21
Florida Managed Medical Assistance Program	\$0.00
Florida Department of Elder Affairs	\$0.00
Levy County ARC	\$12.94
Other	\$3.63
AVERAGE COST PER VEHICLE MILE	\$1.66
AVERAGE COST PER REVENUE VEHICLE MILE	\$1.93
AVERAGE COST PER VEHICLE HOUR	\$40.85
TRIP PURPOSE*	
Medical	1,564
Employment	14
Education/Training	3,082
Shopping	216
Meal Site	0
Recreation	42
Other (Social, Legal, Escorts)	160
NUMBER OF TRIPS DENIED	0
NUMBER OF SINGLE PASSENGER TRIPS PROVIDED	5,078
PERCENT OF SINGLE PASSENGER TRIPS	100%
NUMBER OF ACCIDENTS	0
NUMBER OF VEHICLES	6
AVERAGE NUMBER OF TRIPS PER VEHICLE	785
AVERAGE MILES PER TRIP	13
NUMBER OF ROADCALLS	0
MILES BETWEEN ROADCALLS	67,330

Source: Levy County Transit

LEVY COUNTY
SERVICE COMPLAINTS/COMMENDATIONS
JULY 2022 - SEPTEMBER 2022

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

Source: Levy County Transit

**LEVY COUNTY
UNMET TRANSPORTATION NEEDS
JULY 2022 - SEPTEMBER 2022**

REASON FOR TRIP DENIAL	NUMBER OF TRIP DENIALS
Lack of Funding	0
Trip Purpose	0
Out of Service Area Trip	0
Insufficient Advance Notice	0
After Hours Trip Request	0
Weekend Trip Request	0
Other (Non-medical-overbooked)	0
TOTALS	0

Source: Levy County Transit

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ATTENDANCE RECORD

**LEVY COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD**

MEMBER/ORGANIZATION	NAME	11/18/2021	3/10/2022	5/12/2022	9/15/2022
Chair	Commissioner Russell Meeks		P	A	P
Florida Department of Transportation	Geanelly Reveron			A	P
Alternate Member	Lauren Adams	P	P	A	P
Florida Department of Children and Families	John Wisker	P	A	P	P
Alternate Member	Amy Burton	A	A	A	A
Florida Department of Education	Vacant				
Alternate Member	Vacant				
Florida Department of Elder Affairs	Matthew Pearson	P	A	P	A
Alternate Member	Vacant				
Florida Agency for Health Care Administration	Reeda Harris	P	P	P	A
Alternate Member	Pamela Hagley	A	A	A	P
Florida Agency for Persons with Disabilities	Sheryl Dick-Stanford	P	P	P	P
Alternate Member	Sylvia Bamburg	P	A	A	A
Regional Workforce Board	Larry Trowbridge	A	P	P	P
Alternate Member	Vacant				
Central Florida Community Action Agency	Tiffany McKenzie	P	P	P	A
Alternate Member	Caroline W. Ruff-Looney			A	A
Public Education Community	Gary Masters, Vice-Chair	A	P	A	P
Alternate Member	Joseph Wain	A	A	A	A
Veterans	Vacant				
Alternate Member	Vacant				
Citizen Advocate	Vacant				
Alternate Member	Vacant				
Citizen Advocate-User	Tammy Jean Ippolito	P	P	A	P
Alternate Member	Vacant				
Persons with Disabilities	Vacant				
Alternate Member	Vacant				
Elderly	Vacant				
Alternate Member	Vacant				
Local Medical Community	Vacant				
Alternate Member	Vacant				
Children at Risk	Vacant				
Alternate Member	Vacant				
Private Transit	Vacant				
Alternate Member	Vacant				

LEGEND KEY: P-Present A-Absent

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

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