

# TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

Marion Senior Services  
1101 SW 20<sup>th</sup> Ct, Ocala, FL 34471

**October 19, 2017**

**2:00 PM**



## MEETING AGENDA

1. Call to Order and Roll Call
2. Proof of Publication
3. 2017 Annual Operating Report
4. 2017 Annual Expenditure Report
5. FY 2017 Shirley Conroy Grant
6. Approval of Minutes
7. Comments by TDLCB Members
8. Comments by Community Transportation Coordinator (CTC)
9. Comments by TPO Staff
10. Public Comment
11. Adjournment

*The next meeting of the TDLCB will be held on January 18, 2018.*

If reasonable accommodations are needed for you to participate in this meeting, please call the TPO Office at (352) 629-8297 forty-eight (48) hours in advance, so arrangements can be made.

**FLCTD  
Annual Operations Report  
Section I: Face Sheet**

<b>County:</b> Marion	<b>Fiscal Year:</b> July 1, 2016 - June 30, 2017
<b>Status:</b> Submitted to FLCTD	
<b>Report Date:</b>	09/14/2017
<b>Period Covered:</b>	July 1, 2016 - June 30, 2017
<b>Coordinator's Name:</b>	Marion Senior Services, Inc.
<b>Address:</b>	1101 SW 20th Court
<b>City:</b>	Ocala
<b>Zip Code:</b>	34471
<b>Service Area:</b>	Marion
<b>Contact Person:</b>	Tom Wilder
<b>Title:</b>	Transportation Director
<b>Phone:</b>	(352) 620 - 3519
<b>Fax:</b>	(352) 620 - 3504
<b>Email:</b>	twilder@marionseniorservices.org
<b>Network Type:</b>	Partial Brokerage
<b>Organization Type:</b>	Private Non-Profit
<b>CTC Certification:</b>	
<p>I, Tom Wilder, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.</p>	
<b>CTC Representative (signature)</b>	
_____	
<b>LCB Statement:</b>	
<p>I, , as the local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(7) F.S. that the local Coordinating Board has reviewed this report and the Planning Agency has received a copy.</p>	
<b>LCB Signature</b>	
_____	

**FLCTD**  
**Annual Operations Report**  
**Section II: General Info**

County: **Marion**

Fiscal Year: **July 1, 2016 - June 30, 2017**

Status: **Submitted to FLCTD**

**Section II: Coordinated System General Information**

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

Number of Private Non-Profits: 2

Number of Private For-Profits: 0

**Public Entities:**

School Board: 0

Municipality: 0

County: 0

Transit Authority: 0

Other: 0

**Total: 2**

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

1

**FLCTD**  
**Annual Operations Report**  
**Section III: Passenger Trip Info**

County: <b>Marion</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>	
<b>Status: Submitted to FLCTD</b>			
<b>Section III: Passenger Trip Information</b>			
<b>1a. One-Way Passenger Trips</b>			
<b>Type of Service</b>	<b>Service Area</b>		
<b>Fixed Route/Fixed Schedule</b>	<b>Within</b>	<b>Outside</b>	<b>Total</b>
Daily Trip Tickets	0	0	0
Weekly Passes	0	0	0
Monthly Passes	0	0	0
<b>Deviated Fixed Route Service</b>	0	0	0
<b>Paratransit</b>			
Ambulatory	78323	0	78323
Non-Ambulatory	32171	0	32171
Stretcher	0	0	0
<b>Other Services</b>			
School Board Trips	0	0	0
<b>Total Trips</b>	<b>110494</b>	<b>0</b>	<b>110494</b>
<b>1b. How many of the total trips were provided by contracted transportation providers (do not include the CTC, if the CTC provides transportation services)?</b>			0
<b>1c. How many of the total trips were provided by coordination contractors?</b>			26607
<b>2. One-Way Trips by Funding Source</b>			
Agency for Health Care Administration			7551
<p>This represents a -32.95% change in the value <b>Agency for Health Care Administration</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Decreased Demand	Trips by broker to CTC.
Agency for Persons with Disabilities			26607
Agency for Workforce Innovation			0
Commission for the Transportation Disadvantaged			35059
<p>This represents a 27.84% change in the value <b>Commission for the Transportation Disadvantaged</b> from last year.</p>	<b>Comments</b>		
	CTC:	Increased Demand	

**Possible resolution:** correct entered trips or add a comment to explain why this change is reasonable.

Department of Children and Families	0
Department of Community Affairs	0
Department of Education	0
Department of Elder Affairs	0
Department of Health	0
Department of Juvenile Justice	0
Florida Department of Transportation	26379

This represents a -21.69% change in the value **Florida Department of Transportation** from last year.

**Possible resolution:** correct entered trips or add a comment to explain why this change is reasonable.

Comments		
CTC:	Decreased Demand	09/14/2017 3:42 PM

Local Government	14898
Local Non-Government	0
Other Federal Programs	0
<b>Total:</b>	110494

### 3. One-Way Trips by Passenger Type

Was this information obtained by sampling?	no
<b>Elderly</b>	
Low Income:	6367
Disabled:	23378
Low Income and Disabled:	13991
Other:	13472
<b>Children</b>	
Low Income:	2582
Disabled:	231
Low Income and Disabled:	3765
Other:	0
<b>Other</b>	
Low Income:	4328
Disabled:	32081
Low Income and Disabled:	5656
Other:	4643
<b>Total:</b>	110494

### 4. One-Way Passenger Trips - by Purpose

Was this information obtained by sampling?	no		
Medical Purpose	59999		
Employment Purpose	713		
<p>This represents a 65.43% change in the value <b>Employment Purpose</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Increased Demand	09/14/2017 3:43 PM
Education/Training/Daycare Purpose	29885		
Nutritional Purpose	14157		
Life-Sustaining/Other Purpose	5740		
<p>This represents a -25.42% change in the value <b>Life-Sustaining/Other Purpose</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Decreased Demand	09/14/2017 3:43 PM
<b>Total:</b>		110494	
<b>5. Unduplicated Passenger Head Count</b>			
5a. Paratransit/Deviated Fixed Route/ School Brd	3323		
5b. Fixed Route	0		
<b>Total:</b>		3323	
<b>6. Number of Unmet Trip Requests</b>			
<b>Unmet Trip Requests by Type of Trip</b>		669	
Unmet Medical	605		
<p>This represents a 23.47% change in the value <b>Unmet Medical</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	1. Trips may have been after hours. 2. Medicaid trip requests. Note: We no longer provide medicaid trips however we were counting the request as Unmet Medical. 09/14/2017 3:50 PM
Unmet Employment	0		
<p>This represents a 100.00% change in the value <b>Unmet Employment</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	We met these requests. 09/14/2017 3:52 PM

Unmet Education/Training/Daycare		6	
<p>This represents a -25.00% change in the value <b>Unmet Education/Training/Daycare</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	Did better meeting these trip requests.
Unmet Nutritional		8	
<p>This represents a -27.27% change in the value <b>Unmet Nutritional</b> from last year.</p> <p><b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	Did better at meeting these trip requests.
Unmet Life-Sustaining/Other		50	
<b>Reason Trip was Denied (Optional)</b>			
		Lack of Funding:	0
		Lack of Vehicle Availability:	0
		Lack of Driver Availability:	0
		Other:	0
<b>7.) Number of Passenger No-shows</b>		2957	
<b>Passenger No-Shows by Funding Source (optional)</b>			
		CTD:	0
		AHCA:	0
		AWI:	0
		DCF:	0
		APD:	0
		DOE:	0
		DOEA:	0
		Other:	0
<b>8. Complaints</b>			
Complaints by Service		13	
Complaints by Policy		1	
This represents a 100.00% change in the		<b>Comments</b>	

value <b>Complaints by Policy</b> from last year. <b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.	CTC: Other (requires short explanation)	New software is assisting with tracking these better than last year.	09/14/2017 3:54 PM
<b>Complaints by Vehicle</b>			34
This represents a 3300.00% change in the value <b>Complaints by Vehicle</b> from last year. <b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.	<b>Comments</b>		
	CTC: Other (requires short explanation)	New software allowing for better tracking of these issues.	09/14/2017 3:54 PM
<b>Complaints by Other</b>			3
This represents a 100.00% change in the value <b>Complaints by Other</b> from last year. <b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.	<b>Comments</b>		
	CTC: Other (requires short explanation)	New software allowing for better tracking of these issues.	09/14/2017 3:54 PM
<b>Complaint Total:</b>			51
<b>9. Commendations</b>			
<b>Commendations by CTC</b>			33
This represents a 100.00% change in the value <b>Commendations by CTC</b> from last year. <b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.	<b>Comments</b>		
	CTC: Other (requires short explanation)	New software allowing for better tracking of these issues.	09/14/2017 3:55 PM
<b>Commendations by Transportation Providers</b>			0
This represents a 100.00% change in the value <b>Commendations by Transportation Providers</b> from last year. <b>Possible resolution:</b> correct entered trips or add a comment to explain why this change is reasonable.	<b>Comments</b>		
	CTC: Other (requires short explanation)	New software allowing for better tracking of these issues.	09/14/2017 3:55 PM
<b>Commendations by Coordination Contractors</b>			0
<b>Total Commendations:</b>			33



# FLCTD

## Annual Operations Report

### Section IV: Vehicle Info

County: Marion		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Submitted to FLCTD			
Section IV: Vehicle Information			
<b>1. Mileage Information</b>			
	<b>Vehicle Miles</b>		<b>Revenue Miles</b>
CTC:	958181		813343
Transportation Providers:	0		0
Coordination Contractors:	168605		168605
<p>This represents a -20.09% change in the value <b>Coordination Contractors Vehicle Miles</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Coordination Contractors Vehicle Miles</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
CTC:	Decreased Demand		09/14/2017 3:35 PM
<p>This represents a -20.09% change in the value <b>Coordination Contractors Revenue Miles</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Coordination Contractors Revenue Miles</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
CTC:	Decreased Demand		09/14/2017 4:00 PM
School Bus Utilization Agreement:	0		0
<b>Total:</b>	1126786		981948
<b>2. Roadcalls</b>		36	
<p>This represents a -29.41% change in the value <b>2. Roadcalls</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>2. Roadcalls</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
CTC:	Other (requires short explanation)	Better data collection with new software system.	09/14/2017 3:36 PM
<b>3. Accidents</b>			
	<b>Chargeable</b>		<b>Non-Chargeable</b>
Total Accidents Person Only:	0		0
Total Accidents Vehicle Only:	0		3
<p>This represents a 100.00% change in the value <b>Total Accidents Vehicle Only Chargeable</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Total Accidents Vehicle Only Chargeable</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
CTC:	Other (requires short explanation)	Reduction in chargeable accidents.	09/14/2017 3:37 PM

Total Accidents Person & Vehicle: 0		1	
<p>This represents a 100.00% change in the value <b>Total Accidents Person &amp; Vehicle Non-Chargeable</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Total Accidents Person &amp; Vehicle Non-Chargeable</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
		CTC:	Other (requires short explanation)
Total Accidents: 0		4	
Grand Total: 4			
4. Total Number of Vehicles		57	
		<b>Count</b>	<b>Percentage</b>
a. Total vehicles that are wheelchair accessible:		57	100.00%
b. Total vehicles that are stretcher equipped:		0	0.00%

# FLCTD

## Annual Operations Report

### Section V: Employee Info

County: Marion		Fiscal Year: July 1, 2016 - June 30, 2017	
Status: Submitted to FLCTD			
Section V: Employee Information			
1. CTC and Transportation Provider Employee Information			
			<b>Hours</b>
Full-Time Drivers	37		49397
<p>This represents a -34.75% change in the value <b>Full-Time Drivers Hours</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Full-Time Drivers Hours</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
		CTC:	Decreased Demand
Part-Time Drivers	2		2297
<p>This represents a 100.00% change in the value <b>Part-Time Drivers</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Part-Time Drivers</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
		CTC:	Other (requires short explanation)
<p>This represents a 100.00% change in the value <b>Part-Time Drivers Hours</b> from last year.</p> <p><b>Possible resolution:</b> correct the value <b>Part-Time Drivers Hours</b> or add a comment to explain why this change is reasonable.</p>		<b>Comments</b>	
		CTC:	Other (requires short explanation)
Volunteer Drivers	0		0
			<b>Total Hours:</b> 51694
Maintenance Employees	0		
Dispatchers	2		
Schedulers	1		
Call Intake/Reserv./Cust. Serv.	3		
Other Operations Employees	0		
			<b>Hours</b>
Other Volunteers	0		0
Administrative Support	2		
Management Employees	4		
This represents a -20.00% change in the value		<b>Comments</b>	

Management Employees from last year.		CTC:	Other (requires short explanation)	Management decision to reduce supervisors by 1.	09/14/2017 4:04 PM
Possible resolution:correct the value Management Employees or add a comment to explain why this change is reasonable.					
	<b>Total</b>	51			
<b>2. Coordination Contractors Employee Information</b>					
					<b>Hours</b>
	Full-Time Drivers	5			10400
This represents a 25.00% change in the value Full-Time Drivers from last year.			<b>Comments</b>		
Possible resolution:correct the value Full-Time Drivers or add a comment to explain why this change is reasonable.			CTC:	Other (requires short explanation)	Management decision to increase FT drivers. 09/14/2017 4:05 PM
This represents a 25.00% change in the value Full-Time Drivers Hours from last year.			<b>Comments</b>		
Possible resolution:correct the value Full-Time Drivers Hours or add a comment to explain why this change is reasonable.			CTC:	Other (requires short explanation)	Hours increased due to adding FT drivers. 09/14/2017 4:05 PM
	Part-Time Drivers	13			13520
	Volunteer Drivers	0			0
				<b>Total Hours:</b>	23920
	Maintenance Employees	0			
	Dispatchers	0			
	Schedulers	0			
	Call Intake/Reserv./Cust. Serv.	0			
	Other Operations Employees	0			
					<b>Hours</b>
	Other Volunteers	0			0
	Administrative Support	1			
	Management Employees	1			
	<b>Total</b>	20			
				<b>TOTAL HOURS:</b>	75614

**FLCTD**  
**Annual Operations Report**  
**Section VI: Revenue Sources**

County: <b>Marion</b>		Fiscal Year: <b>July 1, 2016 - June 30, 2017</b>									
Status: <b>Submitted to FLCTD</b>											
Section VI: <b>Financial Data</b>											
<b>1. Detailed Revenue and Trips Provided by Funding Source</b>											
Revenue Source	CTC and Transportation Providers	Coordination Contractors	TOTAL REVENUES								
<b>Agency for Health Care Administration</b>											
Medicaid Non-Emergency	\$0.00	\$0.00	\$0.00								
Medicaid Non-Emergency (under fixed fee service with AHCA)	\$305,031.00	\$0.00	\$305,031.00								
<b>Agency for Persons with Disabilities</b>											
Comm Care for Dis Adults/Aging & Adult Services	\$0.00	\$0.00	\$0.00								
Developmental Services	\$0.00	\$233,686.00	\$233,686.00								
This represents a 100.00% change in the value <b>Developmental Services Coordination Contractors</b> from last year.  <b>Possible resolution:</b> correct the value <b>Developmental Services Coordination Contractors</b> or add a comment to explain why this change is reasonable.		<b>Resolved: 0 was changed to 233686.00.</b>									
Other (specify):	\$0.00	\$0.00	\$0.00								
<b>Agency for Workforce Innovation</b>											
WAGES/Workforce Board	\$0.00	\$0.00	\$0.00								
Other (specify):	\$0.00	\$0.00	\$0.00								
<b>Commission for the Transportation Disadvantaged</b>											
Non-Sponsored Trip Program	\$934,009.00	\$0.00	\$934,009.00								
Non-Sponsored Cap. Equip.	\$0.00	\$0.00	\$0.00								
Rural Capital Equip.	\$56,779.00	\$0.00	\$56,779.00								
This represents a 100.00% change in the value <b>Rural Capital Equip. CTC and Transportation Providers</b> from last year.  <b>Possible resolution:</b> correct the value <b>Rural Capital Equip. CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.		<table border="1"> <thead> <tr> <th colspan="4">Comments</th> </tr> </thead> <tbody> <tr> <td>CTC:</td> <td>Other (requires short explanation)</td> <td>Did not receive Shirley Conroy grant in previous year.</td> <td>09/14/2017 4:20 PM</td> </tr> </tbody> </table>		Comments				CTC:	Other (requires short explanation)	Did not receive Shirley Conroy grant in previous year.	09/14/2017 4:20 PM
Comments											
CTC:	Other (requires short explanation)	Did not receive Shirley Conroy grant in previous year.	09/14/2017 4:20 PM								
TD Other (specify):	\$0.00	\$0.00	\$0.00								
<b>Department of Children and Families</b>											
Alcohol, Drug Abuse & Mental Health Program	\$0.00	\$0.00	\$0.00								

Family Safety & Preservation	\$0.00	\$0.00	\$0.00
Other (specify):	\$0.00	\$0.00	\$0.00
<b>Department of Community Affairs</b>			
Community Services	\$0.00	\$0.00	\$0.00
Other (specify):	\$0.00	\$0.00	\$0.00
<b>Department of Education</b>			
Carl Perkins Vocational Ed. Act	\$0.00	\$0.00	\$0.00
Division of Blind Services	\$0.00	\$0.00	\$0.00
Vocational Rehabilitation	\$0.00	\$0.00	\$0.00
Day Care Programs	\$0.00	\$0.00	\$0.00
Other (specify):	\$0.00	\$0.00	\$0.00
<b>Department of Elder Affairs</b>			
Older Americans Act	\$0.00	\$0.00	\$0.00
Community Care for the Elderly	\$0.00	\$0.00	\$0.00
Other (specify):	\$0.00	\$0.00	\$0.00
<b>Department of Health</b>			
Children's Medical Services	\$0.00	\$0.00	\$0.00
Office of Disability Deter.	\$0.00	\$0.00	\$0.00
County Public Health Unit	\$0.00	\$0.00	\$0.00
Other (specify):	\$0.00	\$0.00	\$0.00
<b>Department of Juvenile Justice</b>			
(specify):	\$0.00	\$0.00	\$0.00
<b>Department of Transportation</b>			
49 USC 5307 (Section 9)	\$0.00	\$0.00	\$0.00
49 USC 5310 (Section 16)	\$220,131.00	\$0.00	\$220,131.00
<p>This represents a -36.40% change in the value <b>49 USC 5310 (Section 16) CTC and Transportation Providers</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>49 USC 5310 (Section 16) CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	Decreased request for capitol expenditures.
49 USC 5311 (Section 18)	\$516,482.00	\$0.00	\$516,482.00
<p>This represents a -39.06% change in the value <b>49 USC 5311 (Section 18) CTC and Transportation Providers</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>49 USC 5311 (Section 18) CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Decreased Cost	
490USC 5311(f) (Section 18i)	\$0.00	\$0.00	\$0.00
Block Grant	\$0.00	\$0.00	\$0.00
Service Development	\$0.00	\$0.00	\$0.00
Commuter Assistance Program	\$0.00	\$0.00	\$0.00

Other DOT (Specify):	\$0.00	\$0.00	\$0.00
<b>Local Government</b>			
School Board Service	\$0.00	\$0.00	\$0.00
Complementary ADA Service	\$286,804.00	\$0.00	\$286,804.00
<p>This represents a -26.74% change in the value <b>Complementary ADA Service CTC and Transportation Providers</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Complementary ADA Service CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Decreased Demand	09/14/2017 4:22 PM
<b>County Cash</b>			
County Cash	\$629,348.00	\$0.00	\$629,348.00
<p>This represents a -40.56% change in the value <b>County Cash CTC and Transportation Providers</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>County Cash CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Decreased Cost	09/14/2017 4:22 PM
County In-Kind	\$0.00	\$0.00	\$0.00
City Cash	\$0.00	\$0.00	\$0.00
City In-Kind	\$0.00	\$0.00	\$0.00
Other Cash (specify):	\$0.00	\$0.00	\$0.00
Other In-Kind (specify):	\$0.00	\$0.00	\$0.00
<b>Local Non-Government</b>			
Farebox	\$89,837.00	\$0.00	\$89,837.00
<p>This represents a 100.00% change in the value <b>Farebox CTC and Transportation Providers</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Farebox CTC and Transportation Providers</b> or add a comment to explain why this change is reasonable.</p>	Resolved: \$0.00 was changed to \$89,837.00.		
Donations, Contributions	\$1,222.00	\$0.00	\$1,222.00
<p>This represents a 100.00% change in the value <b>Donations, Contributions Coordination Contractors</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Donations, Contributions Coordination Contractors</b> or add a comment to explain why this change is reasonable.</p>	<b>Comments</b>		
	CTC:	Other (requires short explanation)	Did not receive donations the previous year. 09/14/2017 4:24 PM
In-Kind Services	\$0.00	\$0.00	\$0.00
Other Non-Government	\$21,196.00	\$0.00	\$21,196.00
<p>This represents a 253.27% change in the value <b>Other</b></p>	<b>Comments</b>		

**Non-Government CTC and Transportation Providers**  
from last year.

**Possible resolution:**correct the value **Other**  
**Non-Government CTC and Transportation Providers**  
or add a comment to explain why this change is  
reasonable.

CTC:	Other (requires short explanation)	Credit from telephone. Sale of assets including 10 buses.	09/14/2017 4:29 PM
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**Other Federal or State Programs**

(specify):	\$0.00	\$0.00	\$0.00
(specify):	\$0.00	\$0.00	\$0.00
(specify):	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL:</b>	<b>\$3,060,839.00</b>	<b>\$233,686.00</b>	<b>\$3,294,525.00</b>



**FLCTD**  
**Annual Operations Report**  
**Section VII: Expense Sources**

County: Marion		Fiscal Year: July 1, 2016 - June 30, 2017									
Status: Submitted to FLCTD											
Section VII: Financial Data											
2. Expense Sources											
<b>Expense Item</b>	<b>Community Transportation Coordinator</b>	<b>Coordination Contractor</b>	<b>TOTAL EXPENSES</b>								
Labor (501):	\$1,276,119.00	\$128,040.00	\$1,404,159.00								
<p>This represents a 100.00% change in the value <b>Labor (501) Coordination Contractor</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Labor (501) Coordination Contractor</b> or add a comment to explain why this change is reasonable.</p>			<p><b>Resolved: \$0.00 was changed to \$128,040.00.</b></p>								
Fringe Benefits (502):	\$370,188.00	\$35,138.00	\$405,326.00								
<p>This represents a 60.68% change in the value <b>Fringe Benefits (502) Coordination Contractor</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Fringe Benefits (502) Coordination Contractor</b> or add a comment to explain why this change is reasonable.</p>			<table border="1"> <thead> <tr> <th colspan="4">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CTC:</td> <td style="text-align: center;">Increased Cost</td> <td style="text-align: center;">Additional FT employees.</td> <td style="text-align: center;">09/14/2017 4:35 PM</td> </tr> </tbody> </table>	Comments				CTC:	Increased Cost	Additional FT employees.	09/14/2017 4:35 PM
Comments											
CTC:	Increased Cost	Additional FT employees.	09/14/2017 4:35 PM								
Services (503):	\$357,042.00	\$0.00	\$357,042.00								
Materials and Supplies Cons. (504):	\$395,599.00	\$46,764.00	\$442,363.00								
<p>This represents a 100.00% change in the value <b>Materials and Supplies Cons. (504) Coordination Contractor</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Materials and Supplies Cons. (504) Coordination Contractor</b> or add a comment to explain why this change is reasonable.</p>			<p><b>Resolved: \$0.00 was changed to \$46,764.00.</b></p>								
Utilities (505):	\$27,968.00	\$14,215.00	\$42,183.00								
<p>This represents a 58.92% change in the value <b>Utilities (505) Coordination Contractor</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Utilities (505) Coordination Contractor</b> or add a comment to explain why this change is reasonable.</p>			<table border="1"> <thead> <tr> <th colspan="3">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CTC:</td> <td style="text-align: center;">Increased Cost</td> <td style="text-align: center;">09/14/2017 4:35 PM</td> </tr> </tbody> </table>	Comments			CTC:	Increased Cost	09/14/2017 4:35 PM		
Comments											
CTC:	Increased Cost	09/14/2017 4:35 PM									
Casualty and Liability (506):	\$142,046.00	\$19,520.00	\$161,566.00								
<p>This represents a -46.22% change in the value <b>Casualty and Liability (506) Coordination Contractor</b> from last year.</p> <p><b>Possible resolution:</b>correct the value <b>Casualty and Liability (506)</b></p>			<table border="1"> <thead> <tr> <th colspan="3">Comments</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CTC:</td> <td style="text-align: center;">Decreased Cost</td> <td style="text-align: center;">09/14/2017 4:36 PM</td> </tr> </tbody> </table>	Comments			CTC:	Decreased Cost	09/14/2017 4:36 PM		
Comments											
CTC:	Decreased Cost	09/14/2017 4:36 PM									

<b>Coordination Contractor</b> or add a comment to explain why this change is reasonable.											
Taxes (507):	\$2,009.00	\$0.00	\$2,009.00								
This represents a 155.92% change in the value <b>Taxes (507) Community Transportation Coordinator</b> from last year. <b>Possible resolution:</b> correct the value <b>Taxes (507) Community Transportation Coordinator</b> or add a comment to explain why this change is reasonable.			<table border="1"> <thead> <tr> <th colspan="4">Comments</th> </tr> </thead> <tbody> <tr> <td>CTC:</td> <td>Increased Cost</td> <td>Tag costs increased.</td> <td>09/14/2017 4:38 PM</td> </tr> </tbody> </table>	Comments				CTC:	Increased Cost	Tag costs increased.	09/14/2017 4:38 PM
Comments											
CTC:	Increased Cost	Tag costs increased.	09/14/2017 4:38 PM								
<b>Purchased Transportation Services (508)</b>											
Bus Pass Expenses:	\$0.00	\$0.00	\$0.00								
School Bus Expenses:	\$0.00	\$0.00	\$0.00								
Other:	\$0.00	\$24,201.00	\$24,201.00								
This represents a 100.00% change in the value <b>Other Coordination Contractor</b> from last year. <b>Possible resolution:</b> correct the value <b>Other Coordination Contractor</b> or add a comment to explain why this change is reasonable.			Resolved: \$0.00 was changed to \$24,201.00.								
Miscellaneous (509):	\$13,463.00	\$0.00	\$13,463.00								
Interest (511):	\$356.00	\$0.00	\$356.00								
Leases and Rentals (512):	\$21,766.00	\$0.00	\$21,766.00								
This represents a 21.73% change in the value <b>Leases and Rentals (512) Community Transportation Coordinator</b> from last year. <b>Possible resolution:</b> correct the value <b>Leases and Rentals (512) Community Transportation Coordinator</b> or add a comment to explain why this change is reasonable.			<table border="1"> <thead> <tr> <th colspan="3">Comments</th> </tr> </thead> <tbody> <tr> <td>CTC:</td> <td>Increased Cost</td> <td>09/14/2017 4:39 PM</td> </tr> </tbody> </table>	Comments			CTC:	Increased Cost	09/14/2017 4:39 PM		
Comments											
CTC:	Increased Cost	09/14/2017 4:39 PM									
Annual Depreciation (513):	\$381,560.00	\$50,115.00	\$431,675.00								
This represents a 100.00% change in the value <b>Annual Depreciation (513) Coordination Contractor</b> from last year. <b>Possible resolution:</b> correct the value <b>Annual Depreciation (513) Coordination Contractor</b> or add a comment to explain why this change is reasonable.			Resolved: \$0.00 was changed to \$50,115.00.								
Contributed Services (530):	\$0.00	\$0.00	\$0.00								
Allocated Indirect Expenses:	\$0.00	\$93,964.00	\$93,964.00								
This represents a 61.01% change in the value <b>Allocated Indirect Expenses Coordination Contractor</b> from last year. <b>Possible resolution:</b> correct the value <b>Allocated Indirect Expenses Coordination Contractor</b> or add a comment to explain why this change is reasonable.			<table border="1"> <thead> <tr> <th colspan="3">Comments</th> </tr> </thead> <tbody> <tr> <td>CTC:</td> <td>Increased Cost</td> <td>09/14/2017 4:40 PM</td> </tr> </tbody> </table>	Comments			CTC:	Increased Cost	09/14/2017 4:40 PM		
Comments											
CTC:	Increased Cost	09/14/2017 4:40 PM									

<b>GRAND TOTAL:</b>	\$2,988,116.00	\$411,957.00	\$3,400,073.00

**ACTUAL EXPENDITURE REPORT FORM**  
 (One form for each county  
 Do not report funds from state agency sources)

COUNTY:   MARION  

DUE:   September 15, 2015  

**Coordinated Transportation**

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital
\$1,271,762	19,962	\$932,729	88,949

**Transportation Alternatives**

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

**Other**

ACTUAL PRIOR YEAR			
Local Funding		Direct Federal Funding	
Expenditures	# of Trips, Operating Subsidy or Capital	Expenditures	# of Trips, Operating Subsidy or Capital

Florida Commission for the



**Transportation  
Disadvantaged**

~~FISCAL YEAR 2017-2018~~

PROGRAM MANUAL AND APPLICATION  
FOR THE SHIRLEY CONROY AREA  
CAPITAL ASSISTANCE GRANT

Issued By:

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

605 Suwannee Street, Mail Station 49

Tallahassee, Florida 32399-0450

850-410-5700

[www.fdot.gov/ctd](http://www.fdot.gov/ctd)

## Shirley Conroy

The Shirley Conroy Rural Area Capital Assistance Grant was named in honor of Mrs. Shirley Jenkins Conroy (1930-2010). Mrs. Conroy was a tireless advocate for coordinated community transportation services and those who were disadvantaged. A few of Mrs. Conroy's accomplishments included:

In the 1970's, she was instrumental in the development and passage of Chapter 427, F.S.



In the 1980's, she served as the Executive Director of the first Community Transportation Coordinator (CTC) for Alachua County.

In the 1990's, she administered coordinated transportation for the Florida Department of Transportation (FDOT) District 2 as the liaison to their CTCs.

In the 2000's, she served as the Executive Director of the Florida Association of Coordinated Transportation Systems (FACTS).

While this grant was originally named to honor Mrs. Conroy, it continues to memorialize her legacy in Community Transportation by providing funding for capital purchases for the rural areas of Florida.



SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION APPLICATION FORM

- 1. DATE SUBMITTED: October 3, 2017
2. LEGAL NAME OF APPLICANT: Marion Senior Services, Inc. d/b/a Marion Transit
3. FEDERAL IDENTIFICATION NUMBER: 23-7362750
4. REGISTERED ADDRESS: 1101 S.W. 20th Court, CITY AND STATE: Ocala, Florida ZIP CODE: 34471
5. CONTACT PERSON FOR THIS GRANT: Mr. Tom Wilder, Transportation Director
6. PHONE NUMBER: 352-620-3519
7. E-MAIL ADDRESS: twilder@marionseniorservices.org
8. PROJECT LOCATION [County(ies)]: Marion County, Florida
9. PROPOSED START DATE: December 1, 2017 ENDING DATE: June 30, 2018
10. ESTIMATED PROJECT FUNDING REQUESTED:

Table with 2 columns: Funding Source, Amount. Rows include Transportation Disadvantaged Grant Funds (\$145,309.50), Local Match (\$16,145.50), and TOTAL PROJECT COST (\$161,455.00).

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

Jennifer Martinez, Executive Director
TYPED NAME OF AUTHORIZED REPRESENTATIVE AND TITLE

SIGNATURE OF AUTHORIZED REPRESENTATIVE (handwritten signature)
DATE: 9/28/17

12. Local Coordinating Board Approval

I hereby certify that this grant has been reviewed in its entirety by the

Marion County Coordinating Board.

COORDINATING BOARD CHAIRPERSON'S SIGNATURE (handwritten signature)
DATE: 10/02/17



**SHIRLEY CONROY RURAL AREA CAPITAL  
ASSISTANCE GRANT APPLICATION  
PROPOSED PROJECT FUNDING**

Project Description and Cost:

- Capital equipment - **Prioritize based on need.**
- If vehicle, specify type of vehicle and fuel type (gas, diesel, alternative)
- Include a copy of the TRIPS vehicle order form used to determine price or quote received for other capital equipment to document cost.

1.	Notifications Module Software -	\$75,380.00
2.	1 Cutaway Paratransit Bus - Replacement	\$86,075.00
3.		\$
4.		\$
5.		\$
6.		\$

**Total Project Cost** \$161,455.00

Funding Participation

Transportation Disadvantaged Trust Funds	(90%)	145,309.50
Local Match	(10%) *	16,145.50
<b>Total Project Cost</b>		161,455.00

\* If REDI, include 100% of the total project cost on the Transportation Disadvantaged Trust Funds line and "REDI" on the Local Match line.





**SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION**

A RESOLUTION of the Marion Senior Services, Inc. d/b/a Marion Transit, hereinafter BOARD, hereby authorizes the filing and execution of a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant Application and Agreement with the Florida Commission for the Transportation Disadvantaged.

WHEREAS, this BOARD is eligible to receive a Transportation Disadvantaged Shirley Conroy Rural Area Capital Assistance Grant and to undertake a transportation disadvantaged service project as authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

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

1. The BOARD has the authority to enter into this grant agreement.
2. The BOARD authorizes Jennifer Martinez, Executive Director to execute the grant agreement, amendments, warranties, certifications and any other documents which may be required in connection with the agreement with the Florida Commission for the Transportation Disadvantaged on behalf of the Marion Senior Services, Inc. d/b/a Marion Transit.
3. The BOARD'S Registered Agent in Florida is William Taylor, Chairman.

The Registered Agents address is: 1101 S.W. 20<sup>th</sup> Court, Ocala, Florida 34471.


DULY PASSED AND ADOPTED THIS 27 DAY OF SEPTEMBER, 2017.

BOARD OF DIRECTORS – MARION SENIOR SERVICES, INC.

  
\_\_\_\_\_  
(Signature of Chairperson)

WILLIAM TAYLOR  
\_\_\_\_\_  
(Typed name of Chairperson)

ATTEST:

Signature   
\_\_\_\_\_  
Tom Wilder, Transportation Director



## SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION PROPOSED PROJECT SCOPE

### **Who:**

Marion Transit is a Division of Marion Senior Services, Inc. established in 1973. We are a private not-for-profit 501(c)(3) agency who serves as the Marion County Community Transportation Coordinator. We do not discriminate by race, sex, age, sexual orientation or heritage and are governed by Florida State Statute Chapter 427 and Rules 14-90 and 41-2. Our mission "is to provide Public Transportation that offers riders a high-quality safe, reliable, and efficient paratransit experience".

### **What:**

Marion Transit schedules over 400 trips a day to meet the needs of our qualified transportation disadvantaged citizens. Trips include medical appointments, life-sustaining nutritional needs, employment related services, education and recreation. We provide door to door transportation services to transportation disadvantaged riders, 60+ years old or under 16 years old, have a mental or physical disability, or deemed poor.

1. The Notification Module is an enhancement software feature to our existing dispatch, scheduling and records management system provided by RouteMatch®. This module automates the communication and notification of key transportation, passenger, and service information to proactively manage agency initiated messages to riders about trips or general service updates. The system is designed to increase productivity and reduce wasteful trips and allow more riders access to the system by providing the following:
  - a. Cancel or Confirm Trip Requests
  - b. Service Change Alerts
  - c. System Change Alerts
  - d. Real Time Trip Arrival (Bus Driver is able to send via Tablet alert to rider of arrival time)
  - e. Night Before Reminders

This system keeps the riders informed and provides real time information to both the agency and rider which will improve the overall paratransit experience. Others using this module have seen a decrease of about 30% in no shows and late clients over time.

2. We are requesting one 23' Cutaway bus as a replacement for one of our TD buses purchased in 2012 which has or will soon reach end of life. This bus is necessary to keep our fleet from incurring additional costs due to high maintenance with older buses. It will help us maintain a safe, reliable, and efficient fleet of paratransit buses.

### **Where:**

Marion Transit currently provides transportation services within the boundaries of Marion County, Florida including the Cities of Ocala, Dunnellon, Belleview and town sites of Reddick and McIntosh which encompasses some 1652 square miles (5<sup>th</sup> largest county in Florida) of which the majority is rural and unincorporated.

The requested software and equipment requested in this grant will be used to enhance the overall paratransit experience of the Transportation Disadvantaged in the rural areas of the county.

**When:**

Upon receipt of the fully executed grant agreement for this project, Marion Transit will immediately begin the procurement process. The project will be fully implemented no later than June 30, 2018.

**How:**

The procurement process will be followed for the following:

1. Software - The vendor will install and activate the software module, provide the necessary training. Immediately following it will be activated to notify riders of their trips as well as features activated for the drivers to send notices via onboard bus tablets that notify riders of their expected arrival times.
2. The bus vendor will be notified and the bus ordered.

**Why:**

Marion County is the 5<sup>th</sup> largest county in the State of Florida in land mass with over 1652 square miles and is the 15<sup>th</sup> (of 67) most populous counties with over 343,254 residents. We have an aging population with more than 26% over 65 years of age. 18% lives in poverty and may be transportation disadvantaged.

The purchase of this software will enhance our coordinated system using technology helping increase productivity and efficiency and by reducing the number of no shows and/or last minute cancelations. Riders will be better informed in regards to their scheduled trips. Buses will not have to travel great distances to find a client who may have forgot to cancel their trip. The opportunity for others to ride will increase because this technology will assist us in booking trips.

**Status of 2015/2016 and 2016/2017 Grants:**

2015/2016 - No grant request by agency.

2016/2017 - Agency requested 1) two cutaway buses, 2) AngelTrax Hybred camera system for buses and 3) computers for dispatch. Requested \$219,695.98 and was awarded \$63,088.00 for Hybred camera system. The project for the Hybred camera system is completed and installed in the buses.

YEAR/MAKE	Model	VIN #	AMBULATORY (Seats)	WHEELCHAIR (Seats)	Average miles per year	Mileage as of 10/01/17	Expected Retirement Date	Source of Funding	AGENCY'S CONTROL NUMBER
2006 Chevy	Glaval 4500	1GBE4V1G96F419736	14	4	15,830	174,140	2018	5310	0601 (38)
2006 Chevy	Glaval 4500	1GBE4V1GO6F419625	14	4	31,663	348,303	2018	5310	0602 (39)
2007/Chevy	Glaval 4500	1GBE4V1G67F419548	14	4	20,913	209,134	2018	5310	0701 (44)
2007/Chevy	Glaval 4500	1GBE4V1G07F419609	14	4	31,859	318,596	2018	5310	0702 (45)
2007/Chevy	Glaval 4500	1GBE4V1G17F419697	12	4	21,015	210,153	2018	5310	0703 (46)
2007/Chevy	Glaval 4500	1GBE4V1G07F419528	14	4	32,643	326,430	2018	5310	0704 (49)
2009/Chevy	Glaval	1GBKG31K191109679	14	2	22,879	183,034	2019	5310	0901 (22)
2009/Chevy	Glaval 4500	1GBE4V1G59F404221	12	4	20,271	162,169	2019	5310	0902 (27)
2009/Chevy	Glaval	1GBKG31K291110002	12	4	28,128	225,028	2018	5310	0903 (28)
2009/Chevy	Glaval	1GBKG31K691108852	12	4	31,690	253,527	2018	5310	0904 (33)
2011/Chevy	Glaval	1GB6G5BG1B1174660	10	5	29,163	174,982	2019	5310	1102 (12)
2011/Chevy	Glaval	1GB6G5BG9B1174731	12	4	29,009	174,058	2019	5310	1103 (14)
2011/Chevy	Glaval	1GB6G5BG7B1165039	12	4	33,753	202,521	2019	5310	1104 (16)
2011/Chevy	Glaval	1GB6G5BG9B1164202	10	4	29,557	177,346	2019	5310	1105 (19)
2011/Chevy	Glaval	1GB6G5BGB5B1175617	10	4	29,653	177,922	2019	Ocala	1106 (30)
2011/Chevy	Glaval	1GB6G5BG8B1175160	8	5	29,529	177,718	2019	Ocala	1107 (35)
2012/Chevy	Glaval	1GB6G5BG2C1113125	12	4	33,398	166,991	2020	5310	1201 (03)
2012/Chevy	Glaval	1GB6G5BG2C1113660	13	4	30,256	155,128	2020	5310	1202 (32)
2012/Chevy	Glaval	1GB6G5BG2C1113593	12	4	37,226	186,133	2020	OT	1203 (36)
2012/Chevy	Glaval	1GB6G5BG6C1112253	12	4	25,466	127,332	2020	5310	1204 (41)
2012/Dodge	Caravan	2C4RDGGBG4CR281275	6	1	7,248	36,241	2022	SC	1205 (50)
*2013/Chevy	Glaval	1GB6G5BG9D1129596	10	6	38,826	155,306	2018	SC	1301 (04)
2013/Chevy	Glaval	1GB6G5BG1D1122030	10	6	34,623	138,492	2020	5310	1302 (07)
2013/Chevy	Glaval	1GB6G5BG2D1121971	10	2	39,347	157,388	2020	5310	1303 (24)
2013/Chevy	Glaval	1GB6G5BG7D1120637	10	4	39,029	156,116	2020	5310	1304 (26)

Marion Transit

2013/Chevy	Glaval	1GB6G5BG4D1121678	10	6	23,423	93,694	2021	5310	1305 (31)
2013/Chevy	Glaval	1GB6G5BG5D1121172	10	6	43,848	175,394	2021	5310	1306 (42)
2014/Chevy	Glaval	1GB6G5BG7E1171119	10	6	29,898	89,695	2021	5310	1401 (08)
2014/Chevy	Glaval	1GB6G5BG8E1187734	10	6	39,144	117,433	2021	TD	1402 (10)
2014/Chevy	Glaval	1GB6G5BG6E1187506	10	4	24,626	98,505	2021	5310	1403 (17)
2014/Chevy	Glaval	1GB6G5BG8E1171940	10	6	21,327	85,309	2021	OT	1404 (18)
2014/Chevy	Glaval	1GB6G5BG6E1188493	10	6	33,648	100,945	2021	5310	1405 (29)
2014/Chevy	Glaval	1GB6G5BG9E1170795	10	6	31,477	94,432	2021	5310	1406 (34)
2014/Chevy	Glaval	1GB6G5BG3E1171067	10	6	26,363	79,089	2021	5310	1407 (37)
2015/Ford E-450	Glaval	1FD4E4FS3FDA30490	10	6	37,048	74,096	2021	SC	1501 (15)
2015/Ford E-450	Glaval	1FD4E4FS5FDA30491	10	6	31,036	62,073	2021	SC	1502 (40)
2016/Ford E-450	Glaval	1FD4E4FS4GDC03211	10	6	43,484	43,484	2022	5310	1601 (05)
2016/Ford E-450	Glaval	1FD4E4FS8GDC03213	10	6	71,226	71,226	2022	5310	1602 (09)
2016/Ford E-450	Glaval	1FD4E4FS1GDC03215	10	6	59,677	59,677	2022	5310	1603 (11)
2016/Ford E-450	Glaval	1FD4E4FSXGDC03214	10	6	38,716	38,716	2022	5310	1604 (20)
2016/Ford E-450	Glaval	1FD4E4FS6GDC03212	10	6	52,525	52,525	2022	5310	1605 (21)

Funding Source  
 Shirley Conroy = SC  
 City of Ocala = Ocala  
 Operating & Trips = OT  
 5310 = Grant Program

Replacement Bus if Awarded  
 2013/Chevy Bus #1301 - Purchased with  
 Shirley Conroy grant.



## SHIRLEY CONROY RURAL AREA CAPITAL ASSISTANCE GRANT APPLICATION STANDARD ASSURANCES

The recipient hereby assures and certifies that:

1. The recipient has the requisite fiscal, managerial, and legal capacity to carry out the Transportation Disadvantaged Program and to receive and disburse State funds.
2. The recipient intends to accomplish all tasks as identified in this grant application.
3. The recipient is aware that the Shirley Conroy Rural Area Capital Assistance Program Grant is a reimbursement grant. Reimbursement of funds will be approved for payment upon receipt of a properly completed invoice with supporting documentation such as the vendor's invoice preferably reflecting a zero balance due or a copy of the cancelled check along with the vendor's invoice. If this project consists of a vehicle purchase, the application for title reflecting the Commission as the first lienholder is also required.
4. The recipient is aware that the approved project must be complete by June 30, 2018, which means the equipment must be received by the recipient by that date or reimbursement will not be approved.
5. Transportation Disadvantaged Trust Funds will not be used to supplant or replace existing federal, state, or local government funds.
6. Capital equipment purchased through this grant shall comply with the recipient's competitive procurement requirements or Chapter 287 and Chapter 427, Florida Statutes.

This certification is valid for the agreement period for which the grant application is filed.

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

Date: 9/28/17

Name: Jennifer Martinez

Title: Executive Director

Agency: Marion Senior Services, Inc.

Service Area: Marion County, Florida

# Routematch

## Proposal:

Marion Transit Services  
Notifications Module

## Submitted by:

**Routematch Software, Inc.**

1201 West Peachtree Street, Suite 3300  
Atlanta, GA 30309

**Tim Flanigan**

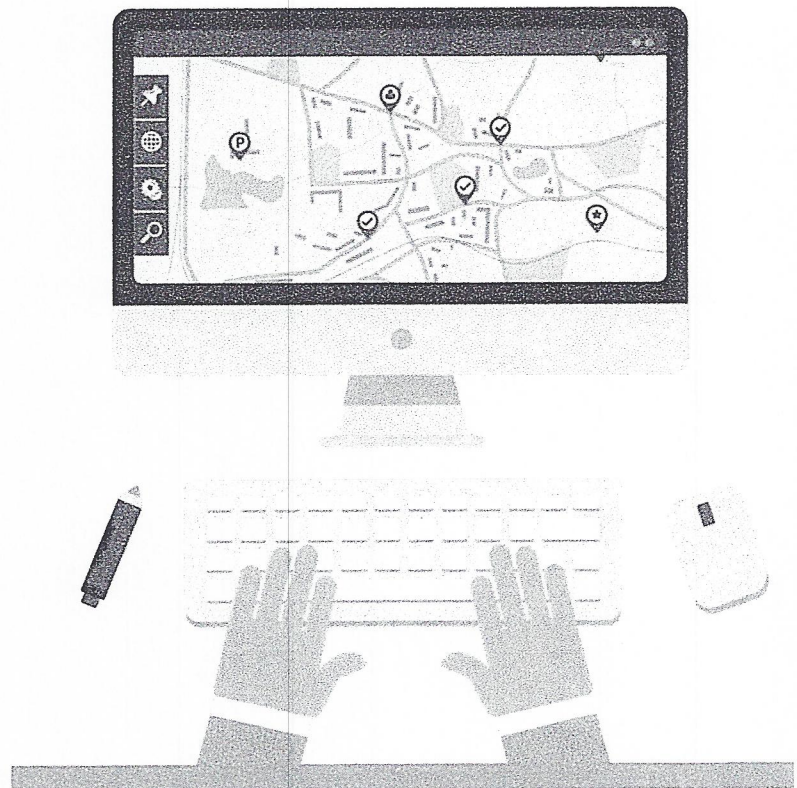
404-239-2126

Tim.Flanigan@Routematch.com

routematch.com

## Submitted on:

9/21/2017



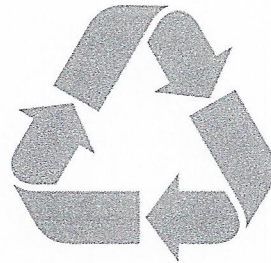


## Confidentiality Notice

The items in this Proposal are marked 'Confidential' for protection under the [See [State-by-State Confidentiality Statement](#)]

The information contained in this proposal is intended only for evaluation by Marion Transit Services or its agents for the purpose of consideration of a contract with Routematch Software, Inc. for software and services as described in the Proposal titled: Marion Transit Services, Notifications. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information or retrieval system, except as expressly related to the evaluation process performed by Marion Transit Services and permitted in writing by Routematch Software. All requests should be sent to Attention: Clay Davidson, Director of Business and Legal Affairs, Routematch Software, Inc., 1201 West Peachtree Street, Suite 3330, Atlanta, GA 30309.

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## Routematch

Routematch Software is committed to managing our impact on both the local and global environments. This commitment is reflected throughout our business with our technologies aimed at helping clients reduce their use of paper and minimize their overall use of fuel. Routematch continuously encourages all stakeholders – clients, partners, and employees alike – to remain environmentally conscious and reduce our combined carbon footprint.

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*The paper used for this proposal is a natural and biodegradable product, produced from renewable resources and is 100% recyclable.*

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**TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD**

Ocala Citizens Service Center  
201 SE 3<sup>rd</sup> Street, Ocala FL 34471  
**October 20, 2016**

**MINUTES**

**Members Present:**

Councilman James Hilty, Chairman  
Jeffrey Askew  
Susan Hanley  
Carlos Colon (*joined via teleconference*)  
Kathleen Woodring  
Millie Chervoni

**Members Not Present:**

Benjamin Akinola  
Charmaine Anderson  
Meaghan Crowley  
Tracey Alesiani

**Others Present:**

Kenneth Odom, TPO Staff  
Shakayla Jacobs, TPO Staff  
Tom Wilder, Marion Transit Services

**Item 1. Call to Order and Roll Call**

Chairman James Hilty called the meeting to order at 2:03 PM. Secretary Shakayla Jacobs called the roll of members; a quorum was present.

**Item 2. Proof of Publication**

Secretary Shakayla Jacobs announced the meeting was published online at the city of Ocala, Belleview, and Dunnellon websites and on the TPO's website.

**Item 3. Ratification of TDLCB By-Laws to Allow for Call-In Members to Constitute Presence of a Quorum**

Mr. Odom said that some members of the TDLCB are not located within Marion County and either must drive a long distance or must conference call into the TDLCB meetings. While there was nothing that expressly prohibits any member from participating via telephone, it had never been addressed in the TDLCB by-laws. TPO staff proposed to address this issue by adding language to the bylaws that would allow for call-in participants to be counted as members of a quorum.

*Example: TDLCB members not located within Marion County will be permitted to teleconference into meetings and that participation shall constitute attendance when determining the presence of a quorum.*

Mr. Hilty asked that the conference call number be included in the emails that notify committee members of the TDLCB meetings.

Mr. Odom said that members should also notify staff if they wish to call-in to the meeting prior if they know they would be unable to attend in person.

Ms. Woodring said to state "when necessary TDLCB members will be permitted to teleconference".

*Mr. Askew made a motion to approve the Ratification of TDLCB By-Laws based on input received by Ms. Woodring. Ms. Woodring seconded and the motion was unanimously approved.*

**Item 4. Review of the Community Transportation Coordinator's Annual Operating Report**

Mr. Wilder did a brief presentation of the Review of the Community Transportation Coordinator's Annual Operating Report and said that the report is statistical and provided by the state and was utilized for certain funding sources. He said that some checks and balances and reports had been added to have the Annual Operating Report on a monthly basis.

He also mentioned that there were no longer any Medicaid transports and that other than that change records stayed consistent with the previous year.

**Item 5. Review of the Community Transportation Coordinator's Shirley Conroy Grant Application**

Mr. Wilder said that the Shirley Conroy Grant was a grant that was applied for at Marion Transit for the total amount of \$219,695.98 for video recording software on the transit buses for overall safety of drivers and passengers, two new buses, and three desktop computers for dispatchers. Marion Transit had been approved for the grant and was awaiting official notification.

Mr. Hilty said that video recording software on the bus was good if there were ever any incidents on the bus you have video footage to review.

Mr. Wilder said there are cameras on all angles of the bus to alleviate any issues.

Mr. Odom mentioned the same kind of cameras were installed on the SunTran buses.

Mr. Wilder said that live feed on the bus would allow Marion Transit to see buses that are in transit.

Ms. Woodring asked how long the videos were saved.

Mr. Wilder said they record five days of footage and then they re-record. However, if there is an incident they pull the camera footage immediately.

Mr. Askew asked if the live feed can be viewed on a laptop and who could view the feed.

Mr. Wilder said that the live feed could be viewed on a laptop and there is a website that can be logged on to view the feed and dispatch would be able to see it constantly.

**Item 6. Review of the TD Planning Grant**

Mr. Odom said the TD Grant is intended to provide financial assistance to accomplish the duties and responsibilities of the official planning agency, the Ocala/Marion County TPO, as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2016-17 Program Manual for Transportation Disadvantaged Planning Related Services. The grant allocation for the 2017 fiscal year is in the amount of \$25,874.00 and the Ocala/Marion County TPO will be entering into a contract with the Florida Commission for the Transportation Disadvantaged by receiving those funds.

Mr. Odom also mentioned that Greg Slay was no longer the Director of the TPO and that a final selection of the new Director would be made the following Tuesday.

**Item 7. Approval of Minutes – June 16, 2016**

*Mr. Askew made a motion to approve the June 16, 2016 meeting minutes. Ms. Chervoni seconded, and the motion passed unanimously.*

**Item 8. Comments by TDLCB Members**

Mr. Hilty said he had received some complaints from Salvation Army and Interfaith that we were unable to transport out to the Centers.

Mr. Odom said that at the time there was no funds to expand routes out to SW 60<sup>th</sup> Avenue where the Centers was located. He said that it will be reviewed in the future.

Mr. Hilty asked how much would it cost to expand the route.

Mr. Odom said that the cost would be determined by population.

**Item 9. Comments by Community Transportation Coordinator (CTC)**

*There were no comments by the CTC.*

**Item 10. Comments by TPO Staff**

Mr. Odom said that Secretary, Shakayla Jacobs would send an Outlook Calendar invite notify the board of the next years meetings.

**Item 11. Public Comment**

*There was no public comment.*

**Item 12. Adjournment**

Councilman Hilty adjourned the meeting at 2:27 p.m.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant



## TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

Ocala Citizens Service Center  
201 SE 3<sup>rd</sup> Street, Ocala FL 34471  
**January 19, 2017**

### MINUTES

#### Members Present:

Councilman James Hilty, Chairman  
Jeffrey Askew (*joined via conference call*)  
Susan Hanley (*arrived at 2:02pm*)  
Carlos Colon  
Kathleen Woodring  
Tracey Alesiani (*joined via conference call*)  
Millie Chervoni (*arrived at 2:04pm*)

#### Members Not Present:

Charmaine Anderson  
Meaghan Crowley

#### Others Present:

Kenneth Odom, TPO Staff  
Shakayla Jacobs, TPO Staff  
Tom Wilder, Marion Transit Services

**Item 1. Call to Order and Roll Call**

Chairman James Hilty called the meeting to order at 2:01 PM. Secretary Shakayla Jacobs called the roll of members; a quorum was present.

**Item 2. Proof of Publication**

Secretary Shakayla Jacobs announced the meeting was published online at the city of Ocala, Belleview, and Dunnellon websites and on the TPO's website.

**Item 3. Community Transportation Coordinator Evaluation**

Mr. Odom said pursuant to Chapter 427 Florida Statutes 427.015(2), the performance of the Community Transportation Coordinator (CTC) shall be evaluated based on the Commission for the Transportation Disadvantaged's (CTD) approved evaluation criteria by the coordinating board. TPO staff conducted the evaluation during the last half of December and the first half of January. The evaluation included analysis of all relevant elements within the operations of Marion Transit Services and examples included:

- Policies & Procedures
- Vehicle Operations & Maintenance
- Grievance Procedures
- Budget
- Contracts
- Driver Certification & Training
- Performance Standards

Mr. Odom said that the CTC Evaluation was submitted to the CTD on January 13th. However, additional comments and/or suggestions could be included by TDLCB members after the submittal of the evaluation to the CTD and asked the committee to review the Draft CTC Evaluation Report and submit any comments or suggestions to him.

**Item 4. 5310 Application Capital**

Mr. Wilder said the deadline for the grants 5310 and 5311 were due on the 23<sup>rd</sup> of January and had already been submitted. He said that with the 5310 grant Marion Transit would be asking for five replacement buses and that 5311 was for operating along with other funding from the County match and both grants were submitted for fiscal year 17/18.

Ms. Woodring asked how old are the buses before they are retired.

Mr. Wilder said it goes by mileage on the buses and that they are usually over 200,000 miles before they are retired and that the maintenance plan keeps the buses running properly.

Mr. Hilty asked if the buses are on a state bid.

Mr. Wilder said they deal with the state before the selection of the vendor.

**Item 5. 5311 Application Operating**

*Mr. Wilder covered the 5311 Application Operating in Item 4.*

**Item 6. Comments by TDLCB Members**

Mr. Askew asked about the eligibility for riders and what was the criteria.

Mr. Wilder said income, age, and transportation disadvantaged are all factors in eligibility. Since then a phone interview is conducted and backup documentation to make sure riders meet the criteria.

Mr. Askew also asked about low income riders and what would the low-income amount be.

Mr. Wilder said he could not tell at the time but he did plan on bringing the subject back to the TDLCB.

**Item 7. Comments by Community Transportation Coordinator (CTC)**

Mr. Wilder thanked the TDLCB members for their time and dedication to the committee and enhancement of Marion Transit.

**Item 8. Comments by TPO Staff**

Mr. Odom talked about the Transportation Disadvantaged Program (TDP) and told members that he would be looking for their feedback.

Mr. Odom also mentioned that the TPO would be going paperless and having electronic packets unless a packet is requested.

**Item 9. Public Comment**

*There was no public comment.*

**Item 10. Adjournment**

Councilman Hilty adjourned the meeting at 2:29 p.m.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant





**TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD**

Ocala Citizens Service Center  
201 SE 3<sup>rd</sup> Street, Ocala FL 34471  
**April 20, 2017**

**PUBLIC HEARING MINUTES**

**Members Present:**

Councilman James Hilty, Chairman  
Jeffrey Askew  
Susan Hanley  
Carlos Colon (*joined via conference call*)  
Kathleen Woodring

**Members Not Present:**

Benjamin Akinola  
Charmaine Anderson  
Meaghan Crowley  
Tracey Alesiani

**Others Present:**

Kenneth Odom, TPO Staff  
Shakayla Jacobs, TPO Staff  
Tom Wilder, Marion Transit Services

Approved –

**Item 1. Call to Order and Roll Call**

Chairman James Hilty called the meeting to order at 2:05 PM. Secretary Shakayla Jacobs called the roll of members; a quorum was present.

**Item 2. Proof of Publication**

Secretary Shakayla Jacobs announced the meeting was published online at the city of Ocala, Belleview, and Dunnellon websites and on the TPO's website.

**Item 3. Transportation Disadvantaged (TD) Grant Application Procedures**

Mr. Wilder said that as the designated Community Transportation Coordinator for Marion County, it is required of Marion Transit Services (MTS) to establish and maintain a proper procedure for client intake and approval for those individuals requesting to use transportation services. To meet the requirement, MTS had developed a new application procedure that clearly defines the roles of MTS staff and the procedures that they would utilize to determine eligibility of applicants. In an effort to be fully illustrative of the eligibility determination process, the new procedure also clearly identified all eligibility criteria, outlines the eligibility determination process and indicates what supporting documentation the prospective client should be prepared to submit.

There was some board discussion and it was requested of the board to approve the new Intake Qualification Procedure.

*Mr. Askew made a motion to approve the Transportation Disadvantaged (TD) Grant Application Procedures. Ms. Woodring seconded and the motion was unanimously approved.*

**Item 4. Comments by TDLCB Members**

*There were no comments by TDLCB Members.*

**Item 5. Comments by Community Transportation Coordinator (CTC)**

*There were no comments by the CTC.*

**Item 6. Comments by TPO Staff**

*There were no comments by TPO Staff.*

**Item 7. Public Comment**

*There was no public comment.*

**Item 8. Adjournment**

Councilman Hilty adjourned the public hearing at 2:08 p.m.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant



## TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD

Ocala Citizens Service Center  
201 SE 3<sup>rd</sup> Street, Ocala FL 34471  
**April 20, 2017**

### MINUTES

#### Members Present:

Councilman James Hilty, Chairman  
Jeffrey Askew  
Susan Hanley  
Jo Santiago (*joined via conference call 2:03pm*)  
Kathleen Woodring  
Tracey Alesiani (*joined via conference call 2:10pm*)  
Millie Chervoni (*for Benjamin Akinola*)

#### Members Not Present:

Benjamin Akinola  
Charmaine Anderson  
Meaghan Crowley

#### Others Present:

Kenneth Odom, TPO Staff  
Shakayla Jacobs, TPO Staff  
Tom Wilder, Marion Transit Services  
Gennie Garcia, SunTran

Approved –

**Item 1. Call to Order and Roll Call**

Chairman James Hilty called the meeting to order at 2:01 PM. Secretary Shakayla Jacobs called the roll of members; a quorum was present.

**Item 2. Proof of Publication**

Secretary Shakayla Jacobs announced the meeting was published online at the city of Ocala, Belleview, and Dunnellon websites and on the TPO's website.

**Item 3. Transportation Disadvantaged Service Plan Update**

Mr. Odom said the TPO was in the middle of a Transit Development Plan (TDP) for fixed route services, the SunTran and as part of the plan development the TDSP was being updated and is required to be updated annually every five years.

Tindale Oliver was working on the TDSP and the plans were due for adoption September 2017.

Mr. Odom said that reviews of autistic plans, policies, goals, and objectives were completed. The compliance procedures were also reviewed in the TDSP process. Public involvement is required and a portion of both the TDP and TDSP.

Considerations included were, where are riders wanting to travel, where are the elderly adults, and where do the riders want to go. Employment, retail, and recreations were the most heard answers and all components are key when enhancing services.

Mr. Odom went over the surveys that were conducted during the public involvement section of the TDSP and talked about additional ways for surveying riders.

**Item 4. FY 2017 Proposed Trip Rate for Marion Transit Services**

Mr. Wilder said that each year, the TDLCB is required to approve Marion Transit Services (MTS) proposed trip rates. MTS, as required, utilized the Commission for Transportation Disadvantaged (CTD) Trip Rate Calculation process. The Trip Rate Calculation process considered numerous costs items including labor, fringe benefits and insurance as well as program income to determine the trip rates. This year, MTS proposed a slight decrease in the per-mile charge for ambulatory and wheelchair patients with no increase for stretcher patients.

TPO staff had reviewed the Trip Rate Calculation and concurs with the results. The proposed rates were as follows:

Current Rate	Proposed Rate
Ambulatory	
Per Mile \$3.27	\$3.37 (0.03%)
Wheelchair	
Per Mile \$5.61	\$5.78 (0.03%)

Effective July 1<sup>st</sup> of 2017.

Approved –

Ms. Woodring made a motion to approve FY 2017 Proposed Trip Rate for Marion Transit Services.  
Mr. Askew seconded and the motion was unanimously approved.

**Item 5. Comments by TDLCB Members**

*There were no comments by TDLCB Members.*

**Item 6. Comments by Community Transportation Coordinator (CTC)**

*There were no comments by the CTC.*

**Item 7. Comments by TPO Staff**

Mr. Odom asked that everyone that was not on the TDLCB Committee to state their name for the record.

**Item 8. Public Comment**

*There was no public comment.*

**Item 9. Adjournment**

Councilman Hilty adjourned the meeting at 2:29 p.m.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant



**TRANSPORTATION DISADVANTAGED  
LOCAL COORDINATING BOARD**

Ocala Citizens Service Center  
201 SE 3<sup>rd</sup> Street, Ocala FL 34471  
**July 26, 2017**

**MINUTES**

**Members Present:**

Councilman James Hilty, Chairman  
Millie Chervoni  
Susan Hanley  
Carlos Colon  
Kathleen Woodring  
Tracey Alesiani

**Members Not Present:**

Jeffrey Askew  
Charmaine Anderson  
Meaghan Crowley

**Others Present:**

Kenneth Odom, TPO Staff  
Shakayla Jacobs, TPO Staff  
Tom Wilder, Marion Transit Services

Approved –

**Item 1. Call to Order and Roll Call**

Chairman James Hilty called the meeting to order at 2:04 PM. Secretary Shakayla Jacobs called the roll of members; a quorum was present.

**Item 2. Proof of Publication**

Secretary Shakayla Jacobs announced the meeting was published online at the city of Ocala, Belleview, and Dunnellon websites and on the TPO's website.

**Item 3. Transportation Disadvantaged Service Plan Update**

Mr. Odom said the TPO was in the middle of a Transit Development Plan (TDP) for fixed route services, the SunTran and as part of the plan development the TDSP was being updated and is required to be updated annually every five years.

Tindale Oliver was working on the TDSP and the plans were due for adoption September 2017.

Mr. Odom said that reviews of autistic plans, policies, goals, and objectives were completed. The compliance procedures were also reviewed in the TDSP process. Public involvement is required and a portion of both the TDP and TDSP.

Considerations included were, where are riders wanting to travel, where are the elderly adults, and where do the riders want to go. Employment, retail, and recreations were the most heard answers and all components are key when enhancing services.

Mr. Odom went over the surveys that were conducted during the public involvement section of the TDSP and talked about additional ways for surveying riders.

**Item 4. Transportation Disadvantaged (TD) Planning Grant**

Mr. Odom said that the TD Grant was intended to provide financial assistance to accomplish the duties and responsibilities of the official planning agency, the Ocala/Marion County TPO, as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2016-17 Program Manual for Transportation Disadvantaged Planning Related Services. The grant allocation for the 2017 fiscal year is in the amount of \$26,821.00 and the Ocala/Marion County TPO would be entering into a contract with the Florida Commission for the Transportation Disadvantaged by receiving the funds.

**Item 5. Comments by TDLCB Members**

*There were no comments by TDLCB Members.*



**Item 6. Comments by Community Transportation Coordinator (CTC)**

Mr. Wilder said that Marion Senior Services had received the Shirley Conroy grant with the board's approval last year and since then had installed cameras and the system was about 90% completed and is live feed with gps attached so that buses location are known at all times.

**Item 7. Comments by TPO Staff**

Mr. Odom said that hopefully new buses would be at Marion Senior Services and the next TDLCB meeting would be held there.

**Item 8. Public Comment**

*There was no public comment.*

**Item 9. Adjournment**

Councilman Hilty adjourned the meeting at 2:44 p.m.

Respectfully Submitted By:

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Shakayla Jacobs, TPO Administrative Assistant