

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Hollingsworth Board Room, 1212 George Jenkins Blvd, Lakeland, FL 33815.  
**Wednesday, August 12<sup>th</sup>, 2020, at 8:30 a.m.**

Call to Order	<u>Action Required</u>
1. Approval of Minutes	
a. Approval of July 15, 2020 Strategic Planning Retreat Minutes	Approval
b. Approval of July 15, 2020 LAMTD Board Meeting Minutes	Approval
2. Public Comments	None
3. Recognition for Million Miles Inductee / Tom Phillips	None
4. Close Public Comments for Annual TDP Update / Julia Davis, Polk TPO	Approval
5. Finance / David Persaud, Chief Financial Officer	
a. LAMTD Financials	None
b. PCTS Financials	None
c. TD Financials	None
d. Information Report on Section 218.415	None
e. FTA 5307 Urbanized Funding for shelters in Haines City	Approval
f. FY20-21 LAMTD Budget Presentation	None
6. Legal / Ben Darby, Esq.	
a. Lakeland Autobody Annexation	Approval
b. Executive Director Contract Renewal	Approval
7. Emergency Preparedness Discussion / Tom Phillips	Approval
8. Employee Engagement Survey Pandemic Related Question / Steven Schaible	None
9. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
10. Executive <u>Informational</u> Summary / Tom Phillips	
a. June Calendar	None
b. Ridership and UAP Update	None
11. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #1a

Agenda Item: Approval of the July 15, 2020 Strategic Planning Retreat Minutes

Presenter: James Phillips

Recommended  
Action: Board approval of the July 15, 2020 Strategic Planning Retreat Minutes

Attachments: July 15, 2020 Strategic Planning Retreat Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**Directors:**

Polk County Commissioner John Hall  
Polk County Commissioner George Lindsey III  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

8:36 a.m. By Commissioner Hall

**Agenda Item #1 – Arrival, Welcome**

Welcome from Dr. Ross and Tom Phillips

**Agenda Item #2 – Zoom Call begins, plan for the day**

Dr. Ross laid out the agenda for the day

**Agenda Item #3 – Executive Direct Update on the Strategic Plan**

Reroute upheld many of the KSI's but maybe fell short in perception. The goal is to maintain working on perception, especially on the East side of the county.

**Agenda Item #4 – Results of the Employee Engagement Survey**

Strived to make little change to the actual survey to maintain data set. Twenty-one variable boiled down to four indices. Slightly underrepresented in the 5-9yr category. Down in all four indices, but likely due to COVID-19 providing a negative halo effect. 2020 research, while down from 2019, is still better than 2018.

**Agenda Item #5 – Update on employee engagement strategies**

By taking what people need to know and what people should know, we understand we are not having a good two-way communication. We still will maintain the weekly CCTV episodes but will now introduce a Three Things Thursday to solicit questions from employees. A push back to a 90sec CCTV episode is warranted. Turnover is 23%, still too high, but still down from last year and setting a downward trend.

**Agenda Item #6 – Fair Share strategies discussion**

For the fair share agreements, when we took over, Citrus Connection was right sized and implemented the 20% fair shares for municipalities. We would like to increase 5% every year for 5 years. Will not be binding to future boards, only for current boards. Commitment will be on two-year terms.

**Agenda Item #7/8 – Review and discussion of the current strategic plan and discussion and consensus on key strategic issues**

A review on last year's plan was conducted and the motion to maintain the key strategic issues with special attention to changing/enhancing public perception should be made.

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Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

Adjournment at 10:45 a.m.

Approved this 12<sup>th</sup> day of August, 2020.

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Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #1b

Agenda Item:	Approval of the July 15, 2020 LAMTD Meeting Minutes
Presenter:	James Phillips
Recommended Action:	Board approval of the July 15, 2020 LAMTD Meeting Minutes
Attachments:	July 15, 2020 LAMTD Meeting Minutes

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**Directors:**

Polk County Commissioner John Hall  
Polk County Commissioner George Lindsey III  
City of Lakeland Commissioner Phillip Walker  
City of Lakeland Mayor Bill Mutz

Executive Director: Tom Phillips  
Executive Assistant: James Phillips

**Call to Order**

10:53 a.m. By Commissioner Hall

**Agenda Item #1 – Approval of the Minutes**

- a. Approval of the June 10, 2020 LAMTD Board Meeting Minutes

[Attachment available]

“Approval of meeting minutes for the month of January”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillips Walker

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #2 – Public Comments**

None

**Agenda Item #3 – Opening Public Comments for Annual TDP Update**

For each year of progress update, the Polk Transportation Planning Organization opens a period of time for public comments to be added for consideration to the Transit Development Plan update.

“Approval to open a period of public comments of one month to provide comments for the Annual TDP Update”  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Bill Mutz

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 – Finance**

- a. LAMTD Financials

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date May 30, 2020  
FY 2019-2020

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**Year to Date May 30, 2020**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$7,330,000	\$7,171,720	98%	\$11 Million
Expenses YTD	67%	\$7,330,000	\$6,425,520	88%	\$11 Million

**REVENUES:**

The total revenues realized year-to-date through May 30, 2020 totaled \$7.17 million or 98% of the YTD budget.

- Farebox revenues reflect \$292,082 or 74% of YTD budgeted revenues through May 30, 2020.
- Contract revenues totaled \$94,500 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.8 million or 99% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$89,100, under budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$265,000.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$608,910.
- Advertising income reflects \$70,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$52,100 under budget.

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- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date May 30, 2020  
FY 2019-2020

**EXPENSES:**

The total expenses year-to-date through May 30, 2020 totaled \$6.43 million or 88% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of May 30, 2020, these expenses totaled \$4.2 million or 10% under budget of \$4.7 million a favorable variance.
- Professional and Technical Services expenses totaled \$275,300 of the YTD budget, and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$64,500 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$245,700 YTD, under budget.
- Materials and supplies totaled \$403,150 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through May 30, 2020

**CHANGE IN FINANCIAL CONDITION**

Based on the year-to-date budget-to-actual variances through May 30<sup>th</sup> the financials reflect a favorable actual variance of \$746,200 with 67% of the fiscal year due to collection of property taxes.

**STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS**

\*

	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965



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\* Total 10.13%, LAMTD 13.37%, PCTS 4.70%

**b. PCTS Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of May 30, 2020  
Year to Date Report  
Percent of FY Reported (67%)

**Revenues**

- The revenues totaled \$4.13 million or 79% of the year-to-date budget.
- The FTA grants drawdown \$914,000 year-to-date.
- Fare Revenues totaled \$56,930 or 63% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.153 million for the for the third of four payments.
- The FDOT Grants drawdown reflects \$463,000 or 64%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.5 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$2.5 million or 89% of the YTD Budget
- Operating expenses totaled \$1.5 million or 94% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$551,000 or 84% of budget.
- Capital Expenses shows no activity.

**c. TD Financials**

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of May 30, 2020  
Year to Date Report  
Percent of FY Reported (92%)  
**State FY July 1, 2019 thru June 30, 2020**

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**Revenues**

- The revenues totaled \$1.35 million or 98% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$1.2 million or 97% of the grant.
- Contract Revenues and other revenues totaled \$40,520.
- The County funding for the match totaled \$112,100 or 82%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.13 million or 82% of the year-to-date budget.
- Salaries and wages totaled \$856,000 or 96% of the YTD Budget.
- Operating expenses totaled \$275,000 or 57% of the YTD Budget.

**Operating Results**

- Actual Revenues exceeded actual expenses by \$216,000.

**d. Proposed FY 2020-21 Millage Rate / Certificate of Taxable Value and Set Public Hearings for FY 2020-21 Millage Rate and Budget**

**Millage:**

FY 2020-21 Proposed Millage rate	.5000
FY 2020-21 Current Year Aggregate Rolled-Back-Rate	.4552
Current year proposed rate as a percent Change of Rolled-Back-Rate	9.84%

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Friday, August 4, 2020. A copy of the DR-420 Certificate of Taxable Value is attached using the maximum allowable millage rate of .5000, the current rate of .5000 and the aggregate rolled back rate of .4552.

**Public Hearings:**

First Public Hearing for FY 2020-21 Millage Rate and FY 2020-21 Budget: Thursday, September 3, 2020, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2020-21 Millage Rate and FY 2020-21 Budget: Thursday, September 17, 2020 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

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“Approval of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2020-21 Millage and Budget Public Hearings.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**e. Federal Transit Administration CARES ACT Formula Grant for the Lakeland UZA**

[Tabled for after Operations presentation]

**f. Federal Transit Administration CARES ACT Formula Grant for the Winter Haven UZA**

[Tabled for after Operations presentation]

**Agenda Item #5– Legal**

**a. Reserve at Lakeland Square Annexation**

This annexation will add the Reserve at Lakeland Square development project to the district.

“Approve the annexation of additional lands to the district.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**b. Tiger Concrete Annexation**

This annexation will add the Tiger Concrete development project to the district.

“Approve the annexation of additional lands to the district.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**c. Lakeland XF, LLC Annexation**

This annexation will add the Lakeland XF, LLC development project to the district.

“Approve the annexation of additional lands to the district.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**MOTION CARRIED UNANIMOUSLY**

**d. Swan Lake Village Annexation**

This annexation will add the Swan Lake Village development project to the district.

“Approve the annexation of additional lands to the district.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**e. Polk County School Board UAP Renewal**

Standard renewal of previous contract.

“Approve the renewed Universal Access Program Agreement between the Lakeland Area Mass Transit District and Polk County School Board.”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**Agenda Item #6 Title VI Correction**

It was brought to staff's attention that some revisions were necessary before it could be adopted. We have since made those changes and are presenting the final program plan today.

"Approve staff recommendation of changes to Title VI plan."

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #7 Maintenance**

**a. East County Maintenance Facility**

Staff is proposing plans to develop the land on Motor Pool Road to act as an East County maintenance facility.

[Presentation available]

"Approve staff plans to move forward with the City of Winter Haven to implement the vision presented."

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**b. Use of CIP to supplement Grant Purchases of New Buses**

The Citrus Connection Board of Directors approved the use of FTA CARES ACT GRANT FUNDING for the purchase of new buses in June 2020. The Grant allows for two buses at a not to exceed value of \$360,000 per bus. The actual cost per bus is \$399,246 per bus. Approval of this request would authorize the use of \$39,246 per bus from the Lakeland CIP Funding. This purchase would be for 30 foot buses manufactured by Eldorado National with passenger seating for 27 passenger and 2 Handicap positions.

The Citrus Connection Board previously approved the use of older 5339 Grant Funding for the purchase of new buses. Unused 5339 Grant Funding from 2017, 2018 & 2019 totals \$600,166.00. This request is for approval of the use of \$197,286.08 from Lakeland CIP funding to supplement the 5339 Grant fund for the purchase of 2 buses.

Grant	Grant Funding	CIP Funding	Total	Details
5311 CARES ACT	\$720,000.00	\$77,452.16	\$797,452.16	2-30 FT Eldorado Buses \$398,726.08 ea
5339 Lakeland 2017	\$33,746.00	\$197,286.16	\$797,452.16	2-30 FT Eldorado Buses \$398,726.08 ea
5339 Lakeland 2018	\$300,504.00			
5339 Lakeland 2019	\$265,916.00			
<b>Total</b>	<b>\$1,320,166.00</b>	<b>\$274,738.32</b>	<b>\$1,594,904.32</b>	<b>4-30 FT Buses</b>

"Approve the use of CIP Funds to supplement the purchase of buses under Lakeland UZA Grants."

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

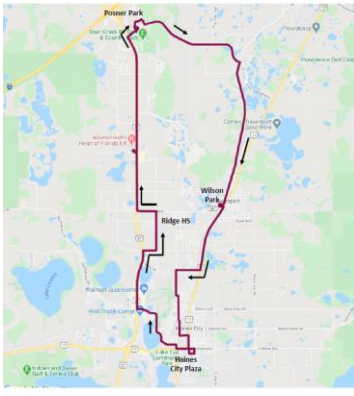
**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Citrus Connection, Hollingsworth Meeting Room 1212  
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Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

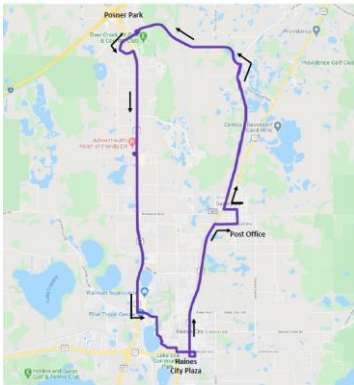
**Agenda Item #8 Operations**

**a. New Route 20X (Cares Act)**

ROUTE 20X – EASTBOUND



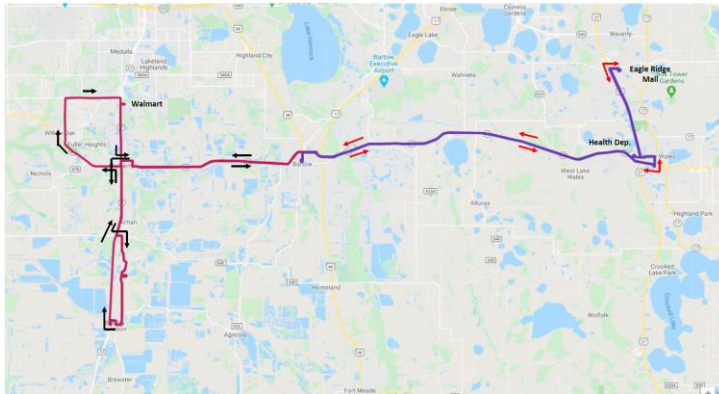
ROUTE 20X – WESTBOUND



“Approve new route as presented by staff  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**b. New Route 21X (Cares Act)**

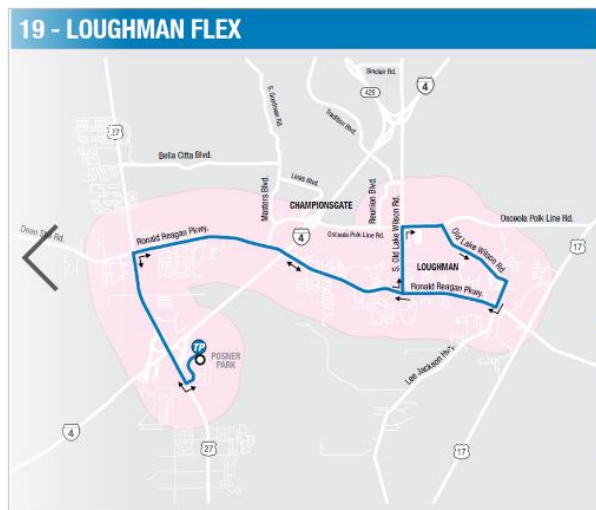
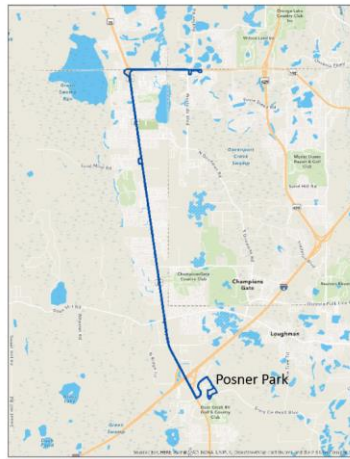


“Approve new route as presented by staff  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

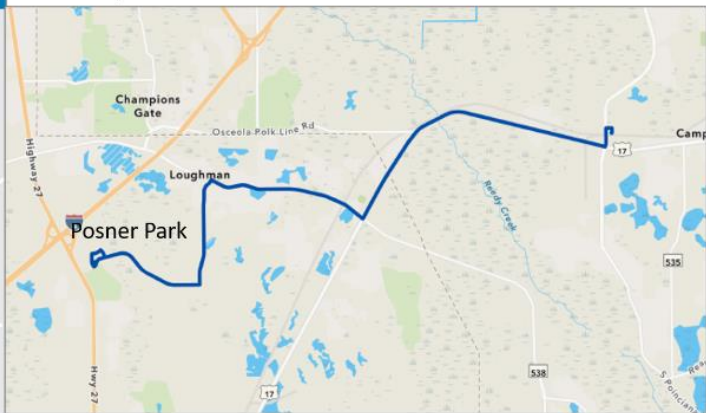
**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIST DISTRICT  
BOARD OF DIRECTORS MEETING  
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Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**c. Route Changes 18X, 19X (PCTS)**



Proposed 19X



“Approve new route as presented by staff  
1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #4 Finance Cont.**

**e. Federal Transit Administration CARES ACT Formula Grant for the Lakeland UZA**

This grant will provide 3 years of funding at 100% for paving of the bus lot and repaving of employee parking lot, needed camera upgrades on buses, one terminal security position to cover all hours of operations, needed bus stop and shelter repairs, a route maintenance position to keep stops and shelters in a state of good repair, personal protection equipment and hand sanitizers for all buses, services expansion along US 60 that falls within the Lakeland UZA, restoration of Saturday services for selected routes and eight replacement buses.

Bus Replacement	\$2,880,500.00
Non-Fleet Maintenance George Jenkins	\$1,742,555.98
Camera Systems	\$150,000.00
Terminal Position	\$197,817.60
stop and shelter repairs	\$100,000.00
Route Maintenance Position	\$176,181.30
PPE	\$100,000.00

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Service Expansion	\$1,676,348.12
Total Funds	\$7,023,403.00

“Approval Cares ACT Formula Grant application for Lakeland Area Mass Transit District for a total amount of \$7,023,403”

1<sup>st</sup> Phillip Walker/ 2<sup>nd</sup> George Lindsey

**MOTION CARRIED UNANIMOUSLY**

**f. Federal Transit Administration CARES ACT Formula Grant for the Winter Haven UZA**

This grant will provide 3 years of funding at 100% for fleet maintenance facility, services expansion along US 60 that falls within the Winter Haven UZA, and the five new buses.

Bus Replacement	\$1,856,575.00
Fleet Maintenance Facility	\$1,258,000.00
Fleet Maintenance Staff	\$536,377.48
Route Maintenance position	\$176,181.30
Service Expansion	\$1,306,206.22
Total Funds	\$5,133,340.00

Total      \$3,827,133.78

Total Funds      \$5,133,340.00

“Approval of the Cares ACT Formula Grant application for the Polk County for a total amount of \$5,133,340”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #9 – Human Resources**

**a. TWU 525 Collective Bargaining Agreement**

In June of 2020, staff began discussions with representation from the TWU 525 about the renewing of the collective bargaining agreement. After a few days of discussions, a draft was finalized and voted on by their members. It was passed the first time around and we have their approved agreement for your consideration today.

[Attachment Available]

“Approve changes for collective bargaining agreement”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

LAKELAND AREA MASS TRANSIT DISTRICT  
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Citrus Connection, Hollingsworth Meeting Room 1212  
George Jenkins Blvd., Lakeland, Fl. 33815  
Wednesday, June 10<sup>th</sup>, 2020 at 8:30 a.m.

**b. Employee Handbook Update**

The employee handbook has undergone revisions to bring some items up to date. Today we will be covering those changes.

[Attachment Available]

“Approve changes for Employee Handbook”

1<sup>st</sup> George Lindsey/ 2<sup>nd</sup> Phillip Walker

**MOTION CARRIED UNANIMOUSLY**

**Agenda Item #10 – Executive Director Report**

a. Agency Updates

- Will continue to work with community partners through pandemic to engage with riders
- Schools are starting at different time but will continue to partner in order to provide students with excellent service

**Agenda Item #11 – Executive Director Informational Summary**

b. June Calendar

[Attachment Available]

c. Ridership and UAP Update

[Attachment Available]

**Agenda Item #12 – Other Business**

None

Adjournment at 12:07 p.m.

Approved this 12<sup>th</sup> day of August, 2020.

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Chairman – County Commissioner John Hall

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Minutes Recorder – James Phillips



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #2

Agenda Item:       **Public Comments**

Presenter:           TBD

Recommended  
Action:               TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #3

Agenda Item:       **Million Miles Recognition**

Presenter:           Tom Phillips, Executive Director

Recommended  
Action:               None

Summary:            In recognition of achieving a million miles with the agency, we will  
                          be honoring the following operators:

- Angela Kendrick

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #4

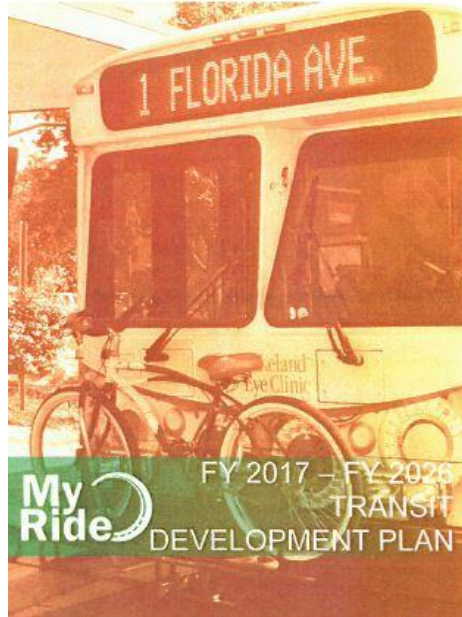
Agenda Item:           **Period of Public Comments for Polk TDP**

Presenter:             Julia Davis, Polk TPO

Recommended  
Action:                 Accept the Annual Transit Development Plan Progress Summary.

Summary:              For each year of progress update, the Polk Transportation Planning Organization opens a period of time for public comments to be added for consideration to the Transit Development Plan update. Today we are closing that period of public comments and presenting the final summary for board approval.

**MY RIDE:  
POLK TRANSIT DEVELOPMENT PLAN 2017-2026  
2020 ANNUAL PROGRESS REPORT**



*Submitted to:*

**Florida Department of Transportation  
District One**



*Prepared By:*



**Polk Transportation  
Planning Organization**

**FINAL TO BE ADOPTED AUGUST 12, 2020 by LAMTD**

## **ANNUAL PROGRESS REPORT**

The progress report required by FDOT is needed for several purposes. First and foremost, the update is just that, a progress update, providing an annual check on the progress that a transit agency has made toward implementing the recommendations in the prior TDP major update. Therefore, the annual progress update serves as an Annual Progress Report (APR) for the TDP. In fact, FDOT defines the update as a “progress report” in the TDP Rule. The TDP APR is needed to accomplish several objectives, including:

- Providing a check-in on the TDP progress made;
- Identifying where progress is not occurring;
- Facilitating updates to the goals, objectives, and strategies outlined in the TDP;
- Prompting updates to the implementation and finance plans;
- Enabling re-evaluations to account for large changes in needs; and
- Ensuring that the TDP recommendations are reviewed periodically.

Based on the requirements listed as part of the TDP Rule, the efforts required to produce an APR are largely localized to a few components of a TDP major update. These components include the following, but, of course, this scope can change if there are significant changes within an agency’s operating environment:

- 10-Year Implementation Plan;
- 10-Year Financial Plan; and
- Goals, Objectives & Policies.

While the Goals, Objectives & Policies (GOPs) section is not required to be updated as part of an APR, agencies do need to consider how changes to the implementation plan schedule may impact the pursuit of the GOPs. Oftentimes, this can be facilitated by keeping track of which GOPs are related to each of the projects in the implementation plan, which is discussed subsequently in this chapter. Alternatively, some agencies choose to include, in an addendum to the APR, specific notes on progress made related to each of the GOPs outlined in the TDP major update.

## Identification of the Submitting Entity:

**Agency:** Lakeland Area Mass Transit District (LAMTD) or the District dba/Citrus Connection

**Telephone Number:** (863) 688-RIDE (7433)

**Mailing Address:** 1212 George Jenkins Blvd., Lakeland, FL 33815

**Authorizing Agency Representative:** Mr. Tom Phillips, Executive Director

For more information about this plan, please contact Mr. Rodney Wetzel, Senior Planner, Citrus Connection, at the phone number or address above.

## Organization of the Report:

This TDP progress report is organized into the following sections:

**Section 1: Introduction** – This section outlines the requirements of a TDP and includes contact information for the submitting agency.

**Section 2: Progress Report** – This section includes the progress report on past year's accomplishments and milestones achieved including the status of plan goals and objectives.

**Section 3: Implementation and Financial Plan** – This section presents the revised Implementation and Financial Program including the integration of any new recommendations.

## Section 1: Introduction

The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a Ten-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of an **annual progress report** on the ten-year implementation program of the TDP. Major updates involve more substantial reporting requirements than annual progress reports. Each major update and each annual progress report must be submitted to the appropriate Florida Department of Transportation (FDOT) District Office by September 1<sup>st</sup>.

The most recent major update of the Polk County Transit Development Plan, *My Ride*, was adopted by the Lakeland Area Mass Transit District (LAMTD) Board in August, 2017.

This is LAMTD's annual progress report for 2020 which documents October 1, 2019 to September 30, 2020. This report covers the 10-year period from 2020 through 2029. This

meets the requirement for a TDP annual progress report in accordance with Rule Chapter 14-73, Florida Administrative Code (FAC).

Table 1-1 lists the TDP requirements from Rule 14-73.001 for annual progress reports and indicates whether or not the item was accomplished in this TDP Annual Report.

**Table 1-1: TDP Progress Report Checklist**

	<b>Annual Progress Report Checklist Item</b>	<b>Related Section</b>
A	Past Year's accomplishments compared to the original implementation program	Section 2 – Progress Report
B	Analysis of discrepancies between the plan and its implementation for the past year and steps that will be taken to attain or modify original goals and objectives	Section 2 – Progress Report
C	Any revisions to the implementation program for the coming year	Section 3 – Implementation and Financial Plan
D	Revised implementation program for the new tenth year	Section 3 – Implementation and Financial Plan
E	Added recommendations for the new tenth year of the updated plan	Section 3 – Implementation and Financial Plan
F	A revised financial plan	Section 3 – Implementation and Financial Plan
G	A revised list of projects or services needed to meet the goals and objectives	Section 3 – Implementation and Financial Plan

*Source: FDOT TDP Handbook – FDOT Guidance for Preparing and Reviewing Transit Development Plans, Version III, 2018.*

## SECTION 2- PROGRESS REPORT

### COMPONENT A: LAST YEAR'S ACCOMPLISHMENTS COMPARED TO THE ORIGINAL IMPLEMENTATION PLAN

A direct comparison should be drawn between the actual progress on the service and capital projects that were stipulated to start or complete during the prior year, versus what was planned according to the prior TDP (e.g., either the TDP major update or APR that was completed most recently). The most effective format to summarize this progress is to list all projects programmed to start or complete during the prior year, either as a bulleted summary or in tabular format, along with a simple status to denote the progress, as shown in **Table 2-1**. If the project is complex in nature, or is expected to span multiple years of implementation, then an explanation also should be provided following the table. If implemented or begun, it is important to include the date of implementation. If a project was implemented early enough in the prior year, then it makes sense to include data on performance or impacts to-date. Based on the table developed to meet this particular component, a short summary should be provided in instances of non-adherence to the prior TDP's.



**Table 2-1 2019 Accomplishments Compared to Original Implementation Plan**

<b>ACTIVITY</b>	<b>2017 TDP SERVICE PLAN</b>	<b>2019 RESULT</b>	<b>NOTES</b>
Maximize existing service efficiency	Coordinated vehicle maintenance	No Change	The District is still working on increasing safety and Maintenance utilizing the Avail system
Maximize existing service efficiency	Consolidated administration and maintenance activities,	No Change	The District would like to combine the Call Center which is still housed in Bartow with other Administrative staff house in Lakeland. The issue is space at the present location. This may be corrected with the construction of a multimodal center.
Implement Service Improvements	Coordinated contracting for fuel and maintenance supplies and activities.	No Change	Continuation of Fuel Consortium
Implement Service Improvements	Improvements to existing service frequency (headways)	In our efforts to increase frequency and service hours the District implemented Reroute 2020	Each of the new routes accomplish the same things that the current routes do now. <ul style="list-style-type: none"> <li>• The routes do not eliminate any current service area or bus stop.</li> <li>• The routes will begin earlier in the day and end later in the evenings.</li> <li>• The system is created to be more user-friendly.</li> </ul>
Implement Service Improvements	Extended weekday service hours (span), and weekend service.	In our efforts to increase frequency and service hours the District implemented Re-Route 2020	RE-Route 2020 increased frequency and hours.
Implement Service Improvements	Additional weekend service (either Saturday or Sunday).	No Change	We did increase Saturday ADA services but no new Saturday services for fixed routes.

Service expansion	New routes operating in county activity centers with no existing service	This year we added the City of Davenport to Rural Route 16X, a Loughman Route 19 flex and a new route 17X connecting Lake Wales and Haines City. In April we introduced the Peachline.	Route 17 runs through the cities of Lake Hamilton, Dundee, and Haines City. In October 2019, the District started the Loughman flex route 19 which provided services to the Loughman area. We also started the Peach Line that provides service in the Dixie Land Area of Lakeland in response to the City of Lakeland's "Road Diet" project implemented on South Florida Ave.
Service expansion	A proposed feeder route to the future Poinciana SunRail Station.	No Change	This route will start in September 2020 with service from the Posner Center Park and Ride to the Poinciana SunRail Station. This is a change to route 19 and not a new route.

Over the last year, LAMTD has achieved some milestones consistent with the adopted implementation plan in *My Ride the TDP Major Update*. The progress report included in this section is organized into two major categories:

1. Service planning and operational projects, and
2. Transit capital and infrastructure projects.

Each project or activity is briefly described and the accomplishment achieved is summarized. Any discrepancies between the Implementation plan and the activity described are noted and steps to be taken to modify the corresponding goal or milestone are presented. An additional subsection is included which presents the status of LAMTD goals and objectives identified in the My Ride TDP major update.

## **SERVICE PLANNING AND OPERATIONAL PROGRESS REPORT ON MILESTONES**

Progress on ongoing efforts since the TDP major update adoption in August 2017, are summarized in **Table 2-2**, below. These efforts help LAMTD accomplish priority goals and work objectives.

**Table 2-2 PROGRESS ON ONGOING EFFORTS**

<b>Service Type/Mode FY 2019/2020</b>	<b>Description</b>	<b>2019 Result</b>	<b>Notes</b>
Route 1/101 Florida Ave Corridor Now the Gold Line	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system.
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system.
Route 10 Circulator Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	This milestone was met	-
Route 12 Lakeland to WH This is now the Purple Line	Maintain Existing Fixed Route Service	This milestone was met	-
Route 14 Combee/Edgewood Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system.
Route 15 (N/S) Kathleen/Providence/Harden Now the Blue Line	Maintain Existing Fixed Route Service	This milestone was met	-
Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	This milestone was met	-
Route 22XL Bartow Express Now the Silver Line	Maintain Existing Fixed Route Service	This milestone was met	-
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed Route Service	This milestone was met	-
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	This milestone was met	This route now has reduced service to Fort Mead at their request
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	This milestone was met	-

Route 30 Legoland	Maintain Existing Fixed Route Service	This milestone was met	-
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Maintain Existing Fixed Route Service	This milestone was met	-
Route 35 Bartow/Lake Wales	Maintain Existing Fixed Route Service	This milestone was met	This route does not go to Bartow; it goes to the County Jail
Route 39 Bradley	Maintain Existing Fixed Route Service	This milestone was met	-
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	This milestone was met	-
Route 45 George Jenkins/Swindell This is now the Yellow line 2 buses	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system
Route 46 10th/Wabash/Ariana This is now part of the Red Line-2 buses	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system
Route 47 Duff Rd. Shuttle This is now the Blue Line-2 buses	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system
Route 50 Auburndale	Maintain Existing Fixed Route Service	This milestone was met	-
Route 58 College Connector Now a part of the Orange, Green and Red lines	Maintain Existing Fixed Route Service	This milestone was met	This will no longer be a route, we have combined routes and transitioned to a color route system.
Route 58X Airside Express	Maintain Existing Fixed Route Service	This route is no longer in existence	-

Route 59X County Line Express Now the Yellow Line	Maintain Existing Fixed Route Service	This goal was met but this route was removed and combined with another route	This will no longer be a route, we have combined routes and transitioned to a color route system.
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	This goal was met	-
Route 416 Poinciana/Haines City - Now 16X	Maintain Existing Fixed Route Service	This goal was met	This route was changed this year to include Davenport
Route 427 US 27/Haines City Now 18X	Maintain Existing Fixed Route Service	This goal was met	LYNX is no longer the contractor for N.E. Polk. The new provider is Transitions
Route 603 Neighborlink	Maintain Existing Fixed Route Service	The goal was met	-
ADA Paratransit Service	Maintain Existing ADA Paratransit Service	This goal was met	Over 60,000 trips performed

## Transit Capital and Infrastructure

### ***Bus Acquisitions***

With the implementation of a bus replacement plan adopted in 17/18, LAMTD acquired three new 24 ft. buses to the fleet, each with 4 wheelchair positions. LAMTD received three new 30 ft. ARBOC buses for the fixed-route fleet.

### ***Park and Ride Lot on North US 98***

A goal of the Major TDP Update was the completion of the new Park and Ride lot on North US 98. This project was completed in June of 2017 and now stands as a major gateway to the City of Lakeland. It has facilitated new partnerships with private transit agencies such as Mega Bus. This past year saw two additional shelters added to this project. The installation of restrooms will be completed in the 2020/2021 FY.

### ***Transit Intelligent Transportation System (ITS) Projects***

Citrus Connection introduced a new fare media and commended its loyal passengers for their cooperation and willingness to change the way they pay their fares aboard its buses. The new Citrus Connection **SMARTCARD** fare payment system was implemented in October 2017 for FY 17/18 and is progressing each day. This new technology allows LAMTD to track not only ridership, but the rider and individual bus stop utilization. The District now has the ability to identify trends (strengths and deficiencies) in the system.

Other ITS project updates included:

- All Mentor Ranger Units were removed on County owned paratransit buses and replaced with Avail units in FY 17/18.
- New servers were installed in Lakeland to host the AVAIL communications system in FY 17/18.
- Tap Card readers for Smart Cards were installed in all fixed-route and paratransit buses in FY 17/18.
- Four (4) customer service Smart Card ticket sales stations were installed in FY 17/18.
- All GFI Genfare Fare boxes on fixed-route buses were removed and replaced with Diamond fare boxes in FY 17/18.
- The ability to utilize mobile ticketing. FY19/20

### ***East Polk Maintenance Facility***

Since the inception of transit services in the Winter Haven urbanized area, the need for a maintenance facility to service those vehicles that deliver transit services to the east Polk County routes has been a priority listed in the TDP. There is an existing maintenance facility in West Polk County, but due to the large geographical size of Polk County, it presents a great challenge to the routes operating in the eastern side of the County.

LAMTD secured consultant services to draw up concept plans for this proposed facility, in phases – a temporary facility and a permanent facility, along with cost estimates. However, the land utilized in the first study are no longer a viable option. LAMTD requested the Florida Department of Transportation (FDOT) provide funds for a feasibility study for potential sights and a cost benefit analysis, but it did not meet FDOT requirements. Next, the District contacted Polk TPO which has budgeted funds to conduct the feasibility study and these funds would be available in the coming year (FY 2020-21).

### ***Capital Asset Management Plan***

Transit performance measure targets were developed in coordination between LAMTD and the Polk TPO in January, 2017. As of the date of this report, all facilities have been

inspected and rated. LAMTD has completed the Transit Asset Management Plan (TAM) requirement for FTA and the final plan was submitted to the TPO in September of 2018. This plan was also reviewed by an FDOT consultant who confirmed that the TMA was compliant.

## **Service Planning and Operations**

### ***Ridership***

The fixed-route service in Lakeland, Winter Haven and the rural areas provided 909,004 rides in fiscal year 2019/20, which was down from the 1,197,673 rides in fiscal year 2018/19, which was slightly up from the 1,194,072, in 2017/18. The decrease is the direct result of the COVID-19 pandemic. Staff were diligent, working hard to keep the buses disinfected and seats blocked off for social distancing. All through the first few months of the pandemic, services remained open.

Ridership	2018	2019	2020
Fixed Route	1,194,072	1,197,673	909,004

Ridership on the paratransit service is as follows:

-	2018	2019	2020
ADA	66,400	71,004	60,330
TD	21,630	20,844	18,457

### ***New Routes***

The new Route 17X Lake Wales/Haines City Express started in October 2019. It provides a connection along the Ridge corridor including the Cities of Dundee and Lake Hamilton. The route begins in Lake Wales and ends at the Haines City Plaza.

Another new route that started in October 2019 was the Loughman flex route. This route provides needed services to those individuals in the Loughman area which up to this point has had no public transit. Lastly this year we started the Peach Line which provide services along the "Road Diet" project along South Florida Ave in the Dixie Land area.

### ***Additional Pass Sales Hours at Terminals***

In 2017/2018 FY, the hours of the Bus Pass Sales windows at the Lakeland and Winter Haven terminals were expanded. They are open Monday through Friday from 8:30 a.m. to 5:30 p.m. This enhanced access to the fixed-route service and complements the other ticket purchase options for all Citrus Connection's riders.

### ***Universal Access Program Agreements***

Businesses, colleges, schools and organizations recognize the importance of public transportation by entering into Universal Access Agreements (UAPs) with LAMTD, where businesses and educational institutions pay a flat rate to subsidize transit for their employees, students or clients. Riders show their ID and are able to ride free. This program continues to thrive, with approximately a dozen UAPs currently in place, including Southeastern University, Pace Center for Girls, Polk County Schools, Peace River Center, and LEGOLAND. LAMTD is also proud of their partnership with the Polk County Board of County Commissioners for subsidizing free transportation for Veterans through a UAP.

### ***Fair Share Agreements***

In the Winter Haven urbanized areas, there are local municipalities that have partnered with transit to provide their citizens better access to public transportation. For many years, these contributions have been way below the fully allocated cost for service within their respective jurisdictions. LAMTD is diligently working with all of the municipalities to increase their contributions to twenty percent of overall cost.

### ***Summer of Safety***

Thanks to a partnership begun in 2012 between New Beginnings High School and Citrus Connection, the Summer of Safety program is running for its ninth year providing free public transportation to Polk County students ages 12-18. This program provides crucial transportation options throughout the summer when students are not in school and is the first of its kind in the United States.

### ***Quality Assurance***

Citrus Connection staff regularly administers surveys to riders for quality-assurance purposes, as well as to identify where and when their riders need public transportation. While this year's pandemic has made it impossible to conduct surveys, the last conducted survey shows that 60% of riders are using the system five days per week going to work, medical appointments or educational opportunities.

A Quality Assurance team was formed in 2018, and has initiated a Quality Assurance telephone line to help facilitate open lines of communication with our riders. All bus operators have received Quality Assurance phone Line cards to hand out to passengers.



### ***Federal Transit Administration (FTA) Triennial Review***

Every three years, the FTA conducts a comprehensive compliance audit of each recipient of FTA Section 5307 Urbanized Area grant funds. The compliance audit consists of 20 subject areas which cover Procurement and Satisfactory Continuing Control, Civil Rights, and several other federal mandates. The process generally consists of two steps, a desk review conducted off-site by the FTA consultant reviewer and then a formal site visit. LAMTD serves as the designated recipient for the Lakeland and Winter Haven urbanized areas within Polk County. The FTA conducted a Triennial Review in April, 2018. No deficiencies were found with the FTA requirements in 19 areas. One deficiency was found in ADA-General, regarding revising the Riders' Guide to publicize how the public may request a reasonable modification for accessibility to transit services. This was completed before September 10, 2018.

### ***Preparing for Safety***

In the FY 2018/2019 the new position of Director of Safety was created. The department now operates as a separate division. In anticipation of the new FTA safety requirements and performance management requirements the new stand-alone department will move forward to work on the completion of the Safety Management System.

### ***Dixieland Road Diet Project***

In response to the City of Lakeland's plans to implement a road diet project along South Florida Avenue (SR 37), the Lakeland Area Mass Transit District, in coordination with FDOT and the City of Lakeland has designed a circulator route around the affected area. This route started on the 22<sup>nd</sup> of April, 2020.

### ***“Re-Route 2020”***

This activity began in 2018/2019 FY. ALMTD studied the consolidation of eight routes in Lakeland to five new color-coded routes. These routes were implemented in October of 2019 with great success. The survey process was just about to get underway when the COVID-19 outbreak started. Customer surveys of the changes and the overall effects of these changes will be completed and reported in the updated full TDP.

## **COMPONENT B: ANALYSIS OF ANY DISCREPANCIES BETWEEN THE PLAN AND ITS IMPLEMENTATION FOR THE PAST YEAR AND STEPS THAT WILL BE TAKEN TO ATTAIN ORIGINAL GOALS AND OBJECTIVES**

An assessment of the objectives and policies that support the vision, mission, and goals of the TDP should be conducted to meet this requirement of APRs. Information from the assessment of the TDP implementation plan, conducted previously for Component A, can be used to assess the status of meeting individual TDP objectives and, therefore, goals. The assessment should be presented in tabular format for easy review. In meeting this requirement, the transit agency is provided with the opportunity to begin reflecting, before revising the implementation plan as part of meeting the next requirement, upon why changes may have been necessary. This reflection makes the TDP a truly strategic tool and “living document” for the transit system.

### **EVALUATION OF TDP GOALS AND OBJECTIVES**

Goals and objectives are an integral part of any transportation plan because they provide policy direction to achieve the community’s vision. As part of the planning process, goals, objectives and policies were established in My Ride – Polk Transit Development Plan FY 2017-FY2026. The resulting goals and objectives are consistent with the 10-year priorities and long-term improvements laid out in the plan which included operations, planning, policy and procedures, new technology, and capital and infrastructure priorities.

As part of this 2020 TDP Annual Progress Report, the goals, objectives and policies were assessed. Table 2-3 presents the goals and objectives for the TDP major update and additional columns in the table document were added to illustrate if the measure was achieved or is “in progress” and implemented over time.

## **Vision, Mission, Core Values, Overall Goal**

**Vision Statement:** "Effectively connecting people with their world through expanded, environmentally-friendly service with full support of the communities we serve."

**Mission Statement:** "We strive to be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve."

### **Core Values**

1. Safe and reliable transportation should be available to all regardless of their age, ability or social status.
2. Transportation is a part of the fabric of our community. Transportation projects and services should support vibrant communities and our vision for the future.
3. The best plans come from community collaboration. Leveraged resources go farther.

**Table 2-3 Polk TDP Goals and Objectives**

<b>Objective/Policy</b>	<b>Implementation (Yes/No)</b>	<b>2019/2020 Assessment</b>
Overall Goal: "Develop and maintain a public transportation system to provide safe travel for all users which supports livable communities and economic activity."	Yes	Even though COVID-19 hit us this year and the system was forced to temporarily reduce services, LAMTD has continued to meet this goal

**Objective (1): Safety Objective Safe and Secure Travel Conditions On Public Transportation.**

<b>Objective/Policy</b>	<b>Implementation (Yes/No)</b>	<b>2019/2020 Assessment</b>
Target (1.1) Maintain zero traffic-related fatalities on public transportation system.	Yes	Yes/ We have had zero fatalities
Target (1.2) Annually reduce injuries and accidents/incidents on public transportation system.	Yes	Yes/ Our agency Safety plan goal is a 2% reduction per year. We are currently on Par to meet or exceed that goal
<b>Strategy and Action</b>		
1.0.1: As part of the Transit Development Plan update, document the current safety and security of public transportation services and identify best safety and security practices for implementation as warranted.	Yes	Yes/ Safety and Security activities are evaluated/ audited routinely. We are active members of the Florida Safety Operations Network and regularly collaborate on safety and operational issues.

**Objective (2): Livability Objective Provide Travel Options For Persons Of All Ages And Abilities.**

<b>Objective/Policy</b>	<b>Implementation (Yes/No)</b>	<b>2019/2020 Assessment</b>
Target (2.1) Overall average Transit Connectivity Index score of 175 for Polk County Census block groups.	-	This data is updated during the TDP Major update.
Target (2.2) 75% of senior residents (age 65+) with high or moderate access to fixed-route transit services based on the Transit Connectivity Index.	-	This data is updated during the TDP Major update.
<b>Strategy and Action</b>		
2.0.1 Support requirements for new development that place emphasis on the provision of complete streets, connectivity and access to transit.	Yes	LAMTD this year installed a number of shelters, bike racks, deployment pads and sidewalk access
2.0.2 Participate in the development of community strategies to support aging in place and senior mobility.	Yes	LAMTD started it's travel trainer program this year to help Seniors navigate the public transit system
2.0.3 Provide transportation infrastructure and services that support livable communities and ensure mobility for all residents.	Yes	The new route 16X this year included the underserved area of North East Haines City, a culturally diverse neighborhood.

**Objective (3): Mobility Objective Provide Transportation Options For Intercity And Local Travel.**

<b>Objective/Policy</b>	<b>Implementation (Yes/No)</b>	<b>2019/2020 Assessment</b>
Target (3.1) Provide fixed-route transit service to all municipalities in Polk County.	Yes	This year saw the inclusion of Lake Hamilton with the new Route 17X. The only municipality not currently offered services is Polk City.
<b>Strategy and Action</b>		
3.0.1 Evaluate public transportation options for intercity travel as part of the Transit Development Plan.	Yes	The new route 17x now connects Lake Wales, Lake Hamilton and Haines City
3.0.2. As part of the Transit Development Plan update, document current public transportation options for intercity travel and identify opportunities for intercity and regional connections including feeder bus service to the Poinciana SunRail station.	Yes	Future routes being proposed for funding this year would connect Bradley Junction, Mulberry, Bartow and Lake Wales. In September 2020 we will start the connection to Sun-Rail via the changes to Route 19.

**Objective (4): Economic Objective Provide Transportation Infrastructure And Services That Support Economic Vitality And Job Creation.**

<b>Objective/Policy</b>	<b>Implementation (Yes/No)</b>	<b>2019/2020 Assessment</b>
Target (4.1) (none stipulated)	---	--
<b>Strategy and Action</b>		
4.0.1 Focus on developing new ridership markets (economic growth, market-driven, outside of the traditional public transportation market segment).	Yes	LAMTD is currently working on a new project to install park and rides lots along the I-4 corridor in hopes of providing a shuttle between them and the Sun-Rail Station.
4.0.2 The transit agency shall initiate and partner in programs to educate the community on the need for and the value of public transportation. These efforts will include community forums, transit summits, public meetings and regular updates to local government and other stakeholders.	Yes	This year LAMTD put together a transit summit, in coordination with the Polk TPO, with the Chair of the CTD as the main speaker scheduled for March 18, 2020. However, the Covid-19 pandemic put the summit on hold. Regular meetings are held with all the Municipalities
4.0.3 The transit agency will make the best use of existing resources to provide cost-efficient services and be a good steward of public resources. As part of a continuing commitment to the safe and cost-effective delivery of service, a set of Performance Standards will be used to evaluate said standards on an annual basis.	Yes	While LAMTD strives to provide the best and most cost-efficient services, this year has been anything but typical due to the Covid-19 pandemic. Still services continued and are now back to full service.



## **SECTION 3- IMPLEMENTATION AND FINANCIAL PLAN**

### **COMPONENT C: ANY REVISIONS TO THE IMPLEMENTATION PROGRAM FOR THE COMING YEAR**

Based on the discrepancy analysis and other emergent needs of the agency, the transit agency should use the APR to summarize any changes to the implementation plan for the next year. Ideally, the reasons for the changes can be summarized in a brief note as part of the implementation plan summary developed for Component A. However, if the project is complex, spans multiple years, has fundamentally changed, or is a new project altogether, a supplemental paragraph can be provided following the revised implementation program table, as discussed next.

The purpose of My Ride, Polk Transit Development Plan FY 2017-2026, is to provide direction for transit service improvements in Polk County over the next 10 years. This direction was developed through extensive public outreach and consideration of all modes of transportation options, resulting in a 10-year phased implementation plan. Progress on the implementation of service improvements and expansion in the 10-year plan, along with an updated implementation and financial plan, is included in this section.

In the major update of the My Ride TDP document, the following priorities were listed for operations and capital and infrastructure (This was edited to show current progress):

#### **OPERATIONS**

- **Maximize existing service efficiency**

In a fiscally constrained transit environment, maximizing existing service efficiency is a high priority. Service efficiency includes:

- Coordinated vehicle maintenance  
This has been accomplished through the Avail system upgrade.
- Consolidated administration and maintenance activities, and  
Efforts to consolidate these locations remain a challenge. While maintenance and administration are housed together, the call center remains in Bartow.
- Coordinated contracting for fuel and maintenance supplies and activities.  
LAMTD remains a part of the fuel consortium for discounted fuel prices.

- **Implement service improvements**

Service improvements were also identified as priorities for implementation. Service improvements include:

- Improvements to existing service frequency (headways)

The implementation of ReRoute-2020 decreased deadhead by 46.19 miles per day

- Extended weekday service hours (span), ReRoute 2020 added 98.6 service hours per week
- Additional weekend service (either Saturday or Sunday).

LAMTD continued and expanded its Saturday ADA service for those areas with no fixed route operations.

- **Service expansion**

Service expansion is a priority for implementation for the 10-year needs plan. Service expansion includes:

- New routes operating in county activity centers with no existing service, and LAMTD, in order to improve the congestion along US 27 Citrus Connection implemented the new route 17X. This route connects the cities of Lake Wales, Dundee, Lake Hamilton, and Haines City with further connections to the four corners area. Citrus Connection was also able to implement the Loughman Route 19X Flex providing service to a previously underserved area.
- A proposed express route to the future Poinciana SunRail Station. After analyzing the connection to Poinciana SunRail Station, it was decided that the changes to the Route 19 Loughman Flex was the best option to provide access to the SunRail Station. These changes will be made in September 2020.

## **CAPITAL AND INFRASTRUCTURE**

- **Downtown Lakeland Intermodal Center**

The feasibility study has been complete in partnership with the City of Lakeland and FDOT and a site identified. FDOT, the City of Lakeland and Citrus Connection and the Polk TPO have talked about future steps needed.

- **East Polk Maintenance Facility**

LAMTD has been assured by the TPO that funding will be available to complete a feasibility study this year.

- **Park and Ride Facilities**

The Park and Ride lot on North US 98, completed in June of 2017 had two additional shelters added this year. The installation of restrooms will be completed in the 2020/20201 FY.

The first two rounds of funding are complete. Due to unknown issues with utilities, the restrooms have not been completed. LAMTD will apply for FTA funding to help with completing this project.

- **Vehicle expansion and replacement**

With the implementation of a bus replacement plan adopted in 17/18, LAMTD saw the delivery of three new 24 ft. buses to the fleet this year FY 2019/2020, each with 4

wheelchair positions. LAMTD received three new 30 ft. ARBOC buses for the fixed-route fleet. For this next year LAMTD was awarded two new replacement buses and will look for additional bus replacement through CARES funding.

- **IT and Technology**

By FY 2020/2021, LAMTD will have the technology to load smart cards online. LAMTD is also moving forward with on bus Wi-Fi, Vehicle health monitoring, USB charging stations, Pre-Trip information loaded into the Avail system and Phone ticketing.

As indicated in Section 2 of this report, progress has been made in the implementation of the 10-year implementation plan. During the development of the major update to the TDP in 2017, efforts were still ongoing regarding the consolidation of transit services from the Polk County Board of County Commissioners to LAMTD. The transfer of capital equipment and negotiating contracts has finally been completed, with the Polk BOCC actively participating in the funding of transit services.

Table 3-1 depicts the original Implementation Plan contained in the FY 2017-FY2026 TDP major update.

**Table 3-1 Original Service Implementation Plan**

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2017 and FY 2018				
Route 1/101 Florida Ave Corridor Now the Gold Line	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:05 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 12 Lakeland to WH This is now the Purple Line	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 14 Combee/Edgewood Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	120 mins	7:15 AM - 6:05 PM	Mon - Fri
Route 15 (N/S) Kathleen/Providence/Harden Now the Blue Line	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri

Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 22XL Bartow Express Now the Silver Line	Maintain Existing Fixed Route Service	90 mins	5:55 AM - 5:10 PM	Mon - Fri
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 5:45 PM	Mon - Fri
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	60 mins	6:00 AM - 7:05 AM	Mon - Fri
Route 30 Legoland	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:10 PM	Mon - Sun
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Maintain Existing Fixed Route Service	60 mins	7:41 AM - 6:05 PM	Mon - Fri
Route 35 Bartow/Lake Wales	Maintain Existing Fixed Route Service	120 mins	6:10 AM - 7:05 PM	Mon - Sat
Route 39 Bradley	Maintain Existing Fixed Route Service	5 hrs.	6:45 AM - 5:35 PM	Mon - Fri
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 45 George Jenkins/Swindell This is now the Yellow line 2 buses	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Fri
Route 46 10th/Wabash/Ariana This is now part of the Red Line-2 buses	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 5:05 PM	Mon - Fri
Route 47 Duff Rd. Shuttle This is now the Blue Line-2 buses	Maintain Existing Fixed Route Service	60 mins	8:15 AM - 5:05 PM	Mon - Fri
Route 50 Auburndale	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 58 College Connector Now a part of the Orange, Green and Red lines	Maintain Existing Fixed Route Service	60 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 58X Airside Express	Maintain Existing Fixed Route Service	15 mins	7:00 AM - 1:00 AM	Mon - Fri
Route 59X County Line Express Now the Yellow Line	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 416 Poinciana/Haines City Now 16X	Maintain Existing Fixed Route Service	150 mins	10:40 AM - 7:00 PM	Mon - Fri
Route 427 US 27/Haines City Now 18X	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri

Route 603 Neighborlink Line	Maintain Existing Fixed Route Service	90 mins	6:05 AM - 6:15 PM	Mon - Fri
ADA Paratransit Service	Maintain Existing ADA Paratransit Service	n/a	6:00 AM – 6:30 PM	Mon - Sat
FY 2019				
Route 12 Lakeland to WH This is now the Purple Line	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
FY 2020				
Route 1/101 Florida Ave Corridor	Increase Frequency	15 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
FY 2021				
Route 14 Combee/Edgewood Now part of the Green and Orange lines-2 buses	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
Route 15 Winter Haven - Haines City	Increase Frequency	60 mins	5:45 AM - 7:35 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
Route 22XL Bartow Express Now the Silver Line	Increase Frequency	30 mins	5:55 AM – 7:10 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
SunRail Feeder Winter Haven to Poinciana	Add New Service	30 mins	6:15 AM - 8:05 PM	Mon - Fri
FY 2022				
Route 30 Legoland	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
Route 58 College Connector Now a part of the Orange, Green and Red lines	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
	Increase Frequency			

Route 427 US 27/Haines City Now 18X	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2023				
Polk City to Winter Haven	Add New Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
Route 22XW Winter Haven/Bartow	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
FY 2024				
Route 60 Winter Haven Northeast	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
FY 2025				
Route 15 (N/S) Kathleen/Providence/Harden Now the Blue Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2026				
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon – Sat
	Add Weekend Service			

## **COMPONENT D: REVISED IMPLEMENTATION PROGRAM FOR THE TENTH YEAR**

Agencies should provide an updated 10-year implementation plan as part of the APR. As a result of changes to projects for the upcoming year and any potential cascading effects that these changes may produce on subsequent year plans, all years up through the final implementation year (10<sup>th</sup> year) of the prior TDP should be reassessed. If for no other reason than to recertify the implementation years that were previously listed, it is important to ensure the accuracy of these projects before adding a new tenth year to the TDP.

The original Service Implementation Plan recommended maintaining existing service in FY 2017 and FY 2018, with the first improvement in FY 2019. The transit agency has been able to maintain existing transit services within their funding limitations. Until funding is identified to expand services, all resources have gone towards maintaining the areas currently served. Therefore, the Service Implementation Plan has been adjusted to move everything out one year, which adds the tenth year to the TDP Progress Report. The adjusted Service Implementation Plan follows in Table 3-2.

**Table 3-2 REVISED SERVICE IMPLEMENTATION PLAN revised for 2020 and 2021**

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2020/20201				
Route 1/101 Florida Ave Corridor Now the Gold Line	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:45 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	90 mins	5:45 AM – 7:32 PM	Mon - Fri
Route 12 Lakeland to WH This is now the Purple Line	Maintain Existing Fixed Route Service	60 mins	5:45 AM - 7:55 PM	Mon - Sat
Route 14 Combee/Edgewood Now part of the Green and Orange lines-2 buses	Maintain Existing Fixed Route Service	90 mins	5:45 AM – 7:32 PM	Mon - Fri
Route 15 (N/S) Kathleen/Providence/Harden	Maintain Existing Fixed Route Service	45 mins	6:00 AM - 7:50 PM	Mon - Fri
Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	45 mins	6:00 AM - 7:50 PM	Mon - Sat
Route 22XL Bartow Express Now the Silver line	Maintain Existing Fixed Route Service	90 mins	5:55 AM - 5:10 PM	Mon - Fri
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:00 PM	Mon - Sat
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 5:45 PM	Mon - Fri
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	60 mins	6:00 AM - 7:05 AM	Mon - Fri
Route 30 Legoland	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:10 PM	Mon - Sun
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Maintain Existing Fixed Route Service	45 mins	5:45 AM - 7:50 PM	Mon - Fri
Route 35 Lake Wales	Maintain Existing Fixed Route Service	120 mins	6:10 AM - 7:05 PM	Mon - Sat
Route 39 Bradley	Maintain Existing Fixed Route Service	5 hrs.	6:45 AM - 5:35 PM	Mon - Fri
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 45 George Jenkins/Swindell This is now the Yellow line 2 buses	Maintain Existing Fixed Route Service	90 mins	5:45AM - 7:36 PM	Mon - Fri



Route 46 10th/Wabash/Ariana This is now part of the Red Line-2 buses	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:29 PM	Mon - Fri
Route 47 Duff Rd. Shuttle This is now the Blue Line-2 buses	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:50 PM	Mon - Fri
Route 50 Auburndale	Maintain Existing Fixed Route Service	90 mins	5:45 AM - 7:05 PM	Mon - Sat
Route 58 College Connector Now a part of the Orange, Green and Red lines	Maintain Existing Fixed Route Service	45 mins	6:00 AM - 7:50 PM	Mon - Fri
Route 58X Airside Express	Maintain Existing Fixed Route Service	No longer in service	7:00 AM - 1:00 AM	Mon - Fri
Route 59X County Line Express Now the Yellow Line	Maintain Existing Fixed Route Service	No longer in service	6:15 AM - 6:05 PM	Mon - Fri
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 416 Poinciana/Haines City Now 16X	Maintain Existing Fixed Route Service	150 mins	10:40 AM - 7:00 PM	Mon - Fri
Route 427 US 27/Haines City Now 18X	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri
Route 603 Neighborlink Line	Maintain Existing Fixed Route Service	90 mins	6:05 AM - 6:15 PM	Mon - Fri
Route 17X Haines City to Lake Wales	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 6:36 PM	Mon - Sat
Route 19X Loughman Soon to be the SunRail Express	Maintain Existing Fixed Route Service	60 mins	6:53 AM - 6:43 PM	Mon - Sat
The Peach Line Dixie Land Circular	Maintain Existing Fixed Route Service	60 mins	6:16 AM- 5:56 PM	Mon - Sat
ADA Paratransit Service	Maintain Existing ADA Paratransit Service	n/a	6:00 AM – 6:30 PM	Mon - Sat
FY 2022				
Route 12 Lakeland to WH This is now the Purple Line	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
FY 2023				
Route 1/101 Florida Ave Corridor Now the Gold Line	Increase Frequency	15 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			

FY 2024				
Route 14 Combee/Edgewood Now part of the Green and Orange lines-2 buses	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
Route 15 (E/W) Winter Haven - Haines City	Increase Frequency	60 mins	5:45 AM - 7:35 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
Route 22XL Bartow Express Now the Silver Line	Increase Frequency	30 mins	5:55 AM – 7:10 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
SunRail Feeder Winter Haven to Poinciana SunRail Station	Add New Service	30 mins	6:15 AM - 8:05 PM	Mon - Fri
FY 2025				
Route 30 Legoland	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
Route 58 College Connector Now a part of the Orange, Green and Red lines	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 427 US 27/Haines City Now 18X serviced by Transitions	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
FY 2026				
Polk City to Winter Haven	Add New Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
Route 22XW Winter Haven/Bartow	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
	Add Weekend Service			
FY 2027				
Route 60 Winter Haven Northeast	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			

	Add Weekend Service			
FY 2028				
Route 15 (N/S) Kathleen/Providence/Harden Now the Blue Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2029				
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
New I-4 Park and Ride Connector to Posner and SunRail	Start of Service	60 mins	6:15 AM-9:00 PM	Mon-Sat
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon – Sat
	Add Weekend Service			

To address the need for an increase in frequencies and extended hours, LAMTD developed what it calls “Re-Route 2020”. By combining routes coupled with multiple buses traveling in opposite directions, LAMTD was able to increase services hours and frequency without the need for additional funding. This format is more in line with larger subway systems utilizing lines instead of routes. Plans were to initiate the program, then conduct an analysis and if the goals were met in the Lakeland area, phase two would include the Eastside of the County. This unfortunately was not the case. COVID-19 hit the system after just three months of services. The loss in ridership made it impossible for a clear analysis of data. Even with the extended efforts to maintain distancing and continuous cleaning and disinfection of the buses, there was a drastic decline in ridership.

In addition to continuing to implement capital and operating projects that move the Agency closer to meeting its Goals and Objectives, scheduled upgrades and improvements under new technology (ITS) include:

- Working with AVAIL to complete a prototype with Wi Fi, USB Charging, Pre-Trip on MDT, upgrade Modem from 3G to 4G technology, Video Surveillance with wireless connection and bus health monitoring.
- Working with AVAIL to implement remote loading of value on Smart Cards through Internet and fare payment with Smart Phones.

## COMPONENT E. ADDED RECOMMENDATIONS FOR THE NEW TENTH YEAR OF THE UPDATED PLAN

Next, transit agencies will need to determine which projects will be implemented in the new tenth year of the TDP. Whether the projects that are recommended for the new tenth year are brand new additions to the TDP, continuations of ongoing projects, or are simply projects that have been pushed back in implementation timing, it is important to denote all projects starting, continuing, or completing in the new tenth year of the TDP. This is shown in Table 3-3.

Table 3-3. RECOMMENDATIONS FOR NEW TENTH YEAR

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2028 2029				
Route 3/301 Lakeland Hills Corridor Now the Pink Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South FL/Carter Rd. This is now the Blue Line	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
New I-4 Park and Ride Connector to Posner and SunRail	Start of Service	60 mins	6:15 AM-9:00 PM	Mon-Sat

## COMPONENT F. A REVISED “MY RIDE” FINANCIAL PLAN

After summing up all of the changes to the implementation plan from the upcoming year to the new tenth year, agencies need to update the financial plan to be consistent with the new implementation schedule. While updates to a financial plan may consist of straightforward changes to the year to which expenditures or revenues are allocated, the changes also may need to reflect funding source changes (e.g., the availability of a loan program has changed, or other modifications in local revenue sources), new costs and/or technology requirements, and even differences based on modifications/updates to the underlying assumptions in the financial plan. Meeting Component F can consist of a summary table in the same format as the TDP’s original financial plan summary, itemizing revenues and costs by type (not necessarily by individual projects or routes) and including an additional column for the new 10th year of the updated plan.

Capital and operating costs in this progress report area consistent with the information and assumptions prepared for the My Ride TDP major update. All key assumptions are documented in the 2017 major update report. Cost estimates are based on a variety of data, including professional experience, recent procurements, peer agency costs, NTD data, trend information and analysis, fleet planning, and discussions with Transit Management staff. Revenue projections take into account capital and operating revenue from several sources, including state and federal grants, the District’s Ad Valorem tax, allocated county general fund, passenger fares, and advertising sales.

Every year, LAMTD operates using a fiscally constrained, balanced budget to provide a basic level of transit service for Polk County. The updated 10-year Financial Plan for this TDP Progress Report is shown in the next two tables. **Table 3-4** contains the Revised Ten-Year Budget Estimates. **Table 3-5** contains the Revised Ten-Year Operating Revenue and Costs. As stated above with respect to the revised Service Implementation Plan, the dates on year of expense have been moved out a year to align with the revised Implementation Plan

Table 3-4  
Revised Ten-Year Budget Estimates – FY 2020-2029

	FY 2020 Estimated	FY 2021 Estimated	FY 2022 Estimated	FY 2023 Estimated	FY 2024 Estimated	FY 2025 Estimated	FY 2026 Estimated	FY 2027 Estimated	FY 2028 Estimated	FY 2029 Estimated	TOTAL
TOTAL COSTS	\$ 17,288,729.22	\$ 27,307,830.93	\$ 40,031,892.24	\$ 41,242,853.81	\$ 47,707,642.70	\$ 46,002,107.28	\$ 51,195,879.39	\$ 50,582,871.08	\$ 52,944,483.54	\$ 55,591,707.72	\$ 429,895,997.91
TOTAL REVENUES	\$ 21,051,821.46	\$ 22,288,753.43	\$ 22,774,979.48	\$ 23,275,983.03	\$ 23,793,059.96	\$ 24,328,000.94	\$ 24,883,289.96	\$ 25,462,406.79	\$ 26,070,290.21	\$ 26,714,053.05	\$ 240,642,638.30
Budget Surplus/Deficit	\$ 3,763,092.24	\$ (5,019,077.50)	\$ (17,256,912.77)	\$ (17,966,870.78)	\$ (23,914,582.74)	\$ (21,674,106.34)	\$ (26,312,589.43)	\$ (25,120,464.28)	\$ (26,874,193.34)	\$ (28,877,654.67)	\$ (189,253,359.61)
Fund Balance	\$ 3,763,092.24	\$ (1,255,985.25)	\$ (18,512,898.02)	\$ (36,479,768.80)	\$ (60,394,351.55)	\$ (82,068,457.89)	\$ (108,381,047.32)	\$ (133,501,511.60)	\$ (160,375,704.94)	\$ (189,253,359.61)	

**Table 3-5**  
**Revised Ten-Year Operating Revenues and Costs –FY 2020 – FY 2029**

	<b>FY 2020 Estimated</b>	<b>FY 2021 Estimated</b>	<b>FY 2022 Estimated</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Estimated</b>	<b>FY 2026 Estimated</b>	<b>FY 2027 Estimated</b>	<b>FY 2028 Estimated</b>	<b>FY 2029 Estimated</b>	<b>TOTAL</b>
<b>Operating Costs</b>											
Existing Fixed-Route Service	\$ 9,467,125.52	\$ 9,751,139.29	\$10,043,673.46	\$ 10,344,983.67	\$ 10,655,333.18	\$ 10,974,993.17	\$ 11,304,242.97	\$ 11,643,370.26	\$ 11,992,671.37	\$ 12,352,451.51	<b>\$ 108,529,984.39</b>
Existing ADA Paratransit Service	\$ 7,821,603.70	\$ 8,056,251.81	\$ 8,297,939.37	\$ 8,546,877.55	\$ 8,803,283.87	\$ 9,067,382.39	\$ 9,339,403.86	\$ 9,619,585.98	\$ 9,908,173.56	\$ 10,205,418.76	<b>\$ 89,665,920.84</b>
<b>Maintain Existing Service</b>	<b>\$17,288,729.22</b>	<b>\$17,807,391.10</b>	<b>\$18,341,612.83</b>	<b>\$ 18,891,861.21</b>	<b>\$ 19,458,617.05</b>	<b>\$ 20,042,375.56</b>	<b>\$ 20,643,646.83</b>	<b>\$ 21,262,956.23</b>	<b>\$ 21,900,844.92</b>	<b>\$ 22,557,870.27</b>	<b>\$ 198,195,905.23</b>
Service Improvements	\$ -	\$ -	\$ 2,594,626.26	\$ 7,487,815.74	\$ 11,579,344.56	\$ 16,435,324.92	\$ 18,136,634.34	\$ 20,145,733.82	\$ 22,360,645.55	\$ 24,836,741.48	<b>\$ 123,576,866.66</b>
Service Expansion	\$ -	\$ -	\$ -	\$ -	\$ 2,307,691.20	\$ 2,357,306.56	\$ 2,798,267.36	\$ 2,858,430.11	\$ 2,919,886.36	\$ 2,982,663.91	<b>\$ 16,224,245.49</b>
<b>Service Improvements &amp; Expansions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,594,626.26</b>	<b>\$ 7,487,815.74</b>	<b>\$ 13,887,035.76</b>	<b>\$ 18,792,631.48</b>	<b>\$ 20,934,901.70</b>	<b>\$ 23,004,163.92</b>	<b>\$ 25,280,531.91</b>	<b>\$ 27,819,405.39</b>	<b>\$ 139,801,112.16</b>
<b>Total Operating Costs</b>	<b>\$17,288,729.22</b>	<b>\$17,807,391.10</b>	<b>\$20,936,239.09</b>	<b>\$ 26,379,676.95</b>	<b>\$ 33,345,652.81</b>	<b>\$ 38,835,007.04</b>	<b>\$ 41,578,548.53</b>	<b>\$ 44,267,120.16</b>	<b>\$ 47,181,376.83</b>	<b>\$ 50,377,275.66</b>	<b>\$ 337,997,017.38</b>

<b>Operating Revenues</b>											
LAMTD - Local General Revenue	\$ 1,332,761.27	\$ 1,361,415.63	\$ 1,390,686.07	\$ 1,420,585.82	\$ 1,451,128.41	\$ 1,482,327.67	\$ 1,514,197.72	\$ 1,546,752.97	\$ 1,580,008.16	\$ 1,613,978.34	<b>\$ 14,693,842.06</b>
PCTA - City Contributions	\$ 508,012.38	\$ 518,934.65	\$ 530,091.74	\$ 541,488.71	\$ 553,130.72	\$ 565,023.03	\$ 577,171.03	\$ 589,580.20	\$ 602,256.18	\$ 615,204.69	<b>\$ 5,600,893.33</b>
PCTA - Contract Revenue	\$ 2,082,922.26	\$ 2,127,705.09	\$ 2,173,450.75	\$ 2,220,179.94	\$ 2,267,913.81	\$ 2,316,673.96	\$ 2,366,482.45	\$ 2,417,361.82	\$ 2,469,335.10	\$ 2,522,425.80	<b>\$ 22,964,450.99</b>
LAMTD - Farebox Revenue	\$ 446,906.25	\$ 547,817.68	\$ 559,595.76	\$ 571,627.07	\$ 583,917.05	\$ 596,471.27	\$ 609,295.40	\$ 622,395.25	\$ 635,776.75	\$ 649,445.95	<b>\$ 5,823,248.44</b>
PCTA - Farebox Revenue	\$ 173,655.00	\$ 212,866.30	\$ 217,442.92	\$ 222,117.95	\$ 226,893.48	\$ 231,771.69	\$ 236,754.78	\$ 241,845.01	\$ 247,044.68	\$ 252,356.14	<b>\$ 2,262,747.96</b>

LAMTD - FTA 5307 Operating	\$ 2,458,239.75	\$ 2,511,091.90	\$ 2,565,080.38	\$ 2,620,229.61	\$ 2,676,564.55	\$ 2,734,110.68	\$ 2,792,894.06	\$ 2,852,941.29	\$ 2,914,279.52	\$ 2,976,936.53	\$ 27,102,368.28
PCTA - FTA 5307 Operating	\$ 2,426,246.37	\$ 2,478,410.67	\$ 2,531,696.50	\$ 2,586,127.97	\$ 2,641,729.72	\$ 2,698,526.91	\$ 2,756,545.24	\$ 2,815,810.96	\$ 2,876,350.90	\$ 2,938,192.44	\$ 26,749,637.68
PCTA - FTA 5311 Operating	\$ 1,224,076.22	\$ 1,500,472.63	\$ 1,532,732.79	\$ 1,565,686.55	\$ 1,599,348.81	\$ 1,633,734.81	\$ 1,668,860.10	\$ 1,704,740.60	\$ 1,741,392.52	\$ 1,778,832.46	\$ 15,949,877.47
Property Tax	\$ 4,851,405.86	\$ 4,955,711.09	\$ 5,062,258.88	\$ 5,171,097.44	\$ 5,282,276.04	\$ 5,395,844.97	\$ 5,511,855.64	\$ 5,630,360.54	\$ 5,751,413.29	\$ 5,875,068.67	\$ 53,487,292.43
TD Commission	\$ 64,788.64	\$ 66,181.59	\$ 67,604.50	\$ 69,057.99	\$ 70,542.74	\$ 72,059.41	\$ 73,608.69	\$ 75,191.27	\$ 76,807.89	\$ 78,459.26	\$ 714,301.98
State Block Grant	\$ 1,720,576.29	\$ 1,925,433.06	\$ 1,966,829.88	\$ 2,009,116.72	\$ 2,052,312.73	\$ 2,096,437.45	\$ 2,141,510.86	\$ 2,187,553.34	\$ 2,234,585.74	\$ 2,282,629.33	\$ 20,616,985.39
FL Transportation Disadvantaged Program	\$ 1,377,078.02	\$ 1,406,685.20	\$ 1,436,928.93	\$ 1,467,822.90	\$ 1,499,381.09	\$ 1,531,617.79	\$ 1,564,547.57	\$ 1,598,185.34	\$ 1,632,546.33	\$ 1,667,646.07	\$ 15,182,439.25
FDOT Service Development	\$ 41,370.75	\$ 42,260.22	\$ 43,168.82	\$ 44,096.95	\$ 45,045.03	\$ 46,013.50	\$ 47,002.79	\$ 48,013.35	\$ 49,045.64	\$ 50,100.12	\$ 456,117.15
FDOT Congestion Management	\$ -										\$ -
FDOT Transit Corridor	\$ 741,609.00	\$ 757,553.59	\$ 773,841.00	\$ 790,478.58	\$ 807,473.87	\$ 824,834.55	\$ 842,568.50	\$ 860,683.72	\$ 879,188.42	\$ 898,090.97	\$ 8,176,322.20
JARC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private	\$ 18,387.00	\$ 18,782.32	\$ 19,186.14	\$ 19,598.64	\$ 20,020.01	\$ 20,450.44	\$ 20,890.13	\$ 21,339.27	\$ 21,798.06	\$ 22,266.72	\$ 202,718.73
PTCA - Capital Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FDOT Urban Transit Capital	\$ -	\$ 236,266.98	\$ 241,346.72	\$ 246,535.68	\$ 251,836.20	\$ 257,250.67	\$ 262,781.56	\$ 268,431.37	\$ 274,202.64	\$ 280,098.00	\$ 2,318,749.82
Paratransit Operating Revenue	\$ 1,583,786.40	\$ 1,621,164.81	\$ 1,663,037.70	\$ 1,710,134.51	\$ 1,763,545.69	\$ 1,824,852.12	\$ 1,896,323.44	\$ 1,981,220.49	\$ 2,084,258.40	\$ 2,212,321.56	\$ 18,340,645.14
<b>Total Operating Revenues</b>	<b>\$21,051,821.46</b>	<b>\$22,288,753.43</b>	<b>\$22,774,979.48</b>	<b>\$ 23,275,983.03</b>	<b>\$ 23,793,059.96</b>	<b>\$ 24,328,000.94</b>	<b>\$ 24,883,289.96</b>	<b>\$ 25,462,406.79</b>	<b>\$ 26,070,290.21</b>	<b>\$ 26,714,053.05</b>	<b>\$ 240,642,638.30</b>
<b>Budget Surplus/Deficit</b>	<b>\$ 3,763,092.24</b>	<b>\$ 4,481,362.33</b>	<b>\$ 1,838,740.39</b>	<b>\$ (3,103,693.92)</b>	<b>\$ (9,552,592.85)</b>	<b>\$ (14,507,006.10)</b>	<b>\$ (16,695,258.57)</b>	<b>\$ (18,804,713.37)</b>	<b>\$ (21,111,086.62)</b>	<b>\$ (23,663,222.61)</b>	<b>\$ (97,354,379.08)</b>
<b>Fund Balance</b>	<b>\$ 3,763,092.24</b>	<b>\$ 8,244,454.58</b>	<b>\$10,083,194.96</b>	<b>\$ 6,979,501.04</b>	<b>\$ (2,573,091.81)</b>	<b>\$ (17,080,097.91)</b>	<b>\$ (33,775,356.48)</b>	<b>\$ (52,580,069.85)</b>	<b>\$ (73,691,156.47)</b>	<b>\$ (97,354,379.08)</b>	



## **COMPONENT G: A REVISED LIST OF PROJECTS OR SERVICES NEEDED TO MEET THE GOALS AND OBJECTIVES, INCLUDING PROJECTS FOR WHICH FUNDING MAY NOT HAVE BEEN IDENTIFIED**

Using the list of projects included in the TDP major update and any subsequent APR-related revisions to that list, transit agencies should revisit the projects that may be needed to fully meet the TDP goals and objective. Using lists of funded and unfunded needs, along with any new projects added since the major update, agencies are required to identify the revised list of projects, as necessary, to ensure that their GOPs will be met.

<b>Objective/Policy</b>	<b>Funded and Unfunded Projects</b>
Overall Goal: "Develop and maintain a public transportation system to provide safe travel for all users which supports livable communities and economic activity."	Funded – current system  Unfunded- additional funding for shelters, pads, benches, sidewalks, and new routes.

**Objective (1): Safety Objective Safe And Secure Travel Conditions On Public Transportation.**

<b>Objective/Policy</b>	<b>Funded and Unfunded Projects</b>
Target (1.1) Maintain zero traffic-related fatalities on public transportation system.	Funded- The new Safety Department and Director of Safety  Unfunded- Avail upgrade for incident and accident reporting data.
Target (1.2) : Annually reduce injuries and accidents/incidents on public transportation system.	Funded- The new Safety Department and Director of Safety  Unfunded- Avail upgrade for incident and accident reporting data.
<b>Strategy and Action</b>	-
1.0.1: As part of the Transit Development Plan update, document the current safety and security of public transportation services and identify best safety and security practices for implementation as warranted.	Funded- The new Safety Department and Director of Safety  Unfunded- Avail upgrade for incident and accident reporting data. Avail upgrade for vehicle health monitoring.

**Objective (2): Livability Objective Provide Travel Options For Persons Of All Ages And Abilities.**

<b>Objective/Policy</b>	<b>Funded and Unfunded Projects</b>
Target (2.1) Overall average Transit Connectivity Index score of 175 for Polk County Census block groups.	This data is updated during the TDP Major update.
Target (2.2) 75% of senior residents (age 65+) with high or moderate access to fixed-route transit services based on the Transit Connectivity Index.	This data is updated during the TDP Major update.
<b>Strategy and Action</b>	-
2.0.1 Support requirements for new development that place emphasis on the provision of complete streets, connectivity and access to transit.	Funded -This year LAMTD was awarded grant funds to place new shelters on two complete street projects.  Unfunded- future complete street projects
2.0.2 Participate in the development of community strategies to support aging in place and senior mobility.	Funded -mobility manager and travel trainer.  Unfunded- additional funding for shelters, pads, and sidewalks.
2.0.3 Provide transportation infrastructure and services that support livable communities and ensure mobility for all residents.	Funded -mobility manager and travel trainer.  Unfunded- additional funding for shelters, pads, and sidewalks.

**Objective (3): Mobility Objective Provide Transportation Options For Intercity And Local Travel.**

<b>Objective/Policy</b>	<b>Funded and Unfunded Projects</b>
Target (3.1) Provide fixed-route transit service to all municipalities in Polk County.	Funded -LAMTD will be increasing services to two new municipalities this year.  Unfunded- a route that services Polk City
<b>Strategy and Action</b>	-
3.0.1 Evaluate public transportation options for intercity travel as part of the Transit Development Plan.	Funded-Two new intercity routes  Unfunded- a route servicing Polk City  Unfunded- BRT
3.0.2 As part of the Transit Development Plan update, document current public transportation options for intercity travel and identify opportunities for intercity and regional connections including feeder bus service to the Poinciana SunRail station.	Funded- routes connecting with the LYNX system.  Unfunded- a new route to the SunRail station in Poinciana

**Objective (4): Economic Objective Provide Transportation Infrastructure And Services That Support Economic Vitality And Job Creation.**

<b>Objective/Policy</b>	<b>Funded and Unfunded Projects</b>
Target (4.1) (none stipulated)	-
<b>Strategy and Action</b>	-
4.0.1 Focus on developing new ridership markets (economic growth, market-driven, outside of the traditional public transportation market segment).	Funded- UAP program, Colts program, and Summer of Safety
4.0.2 The transit agency shall initiate and partner in programs to educate the community on the need for and the value of public transportation. These efforts will include community forums, transit summits, public meetings and regular updates to local government and other stakeholders.	Funded- Mobility management, transit summit, workshops and stakeholder updates  Unfunded- Media outreach
4.0.3 The transit agency will make the best use of existing resources to provide cost-efficient services and be a good steward of public resources. As part of a continuing commitment to the safe and cost-effective delivery of service, a set of Performance Standards will be used to evaluate said standards on an annual basis.	Funded- Re-Route 2020 and performance standards.

## **CONCLUSION**

This fiscal year has been a challenging yet rewarding year for public transportation in Polk County. This year saw the launch of the Re-Route 2020 plan that will increase frequency and hours while remaining cost neutral. LAMTD was also able to secure funding for two new routes this year that will start in October 2019. As the transition to one transit system completed its third year, there are still issues that need to be addressed, such as the cost of unifying the branding on all of the vehicles. This process will take time to complete and all new buses are receiving the updated logo.

A new endeavor for the District is the revamp of the "fair share" system with the municipalities through Polk County. The District identified that the fair share Agreements grossly understated the proportion of cost required to provide quality

service to each municipality in the Winter Haven urbanized area. A goal of 20 percent of the total cost of providing services will be redistributed to the municipalities over a three-year period with a gradual increase to the required FTA 50% local match.

Over the past year, LAMTD continued to make strides towards implementing the priorities with respect to the adopted 10-year Major TDP Update, My Ride, adopted in 2017.

The 10-year TDP was created to ensure that limited public funds are being allocated in the most efficient way possible and to ensure that investment is still reflective of the values of the people of Polk County. Continued diligence and service optimization efforts ensure that LAMTD continues to provide the highest possible value to the county taxpayers/residents, and visitors. The phased Implementation Plan will hopefully assist the agency in achieving those objectives. As transit services in Polk County are expanded in a phased, measured, incremental, and cost-effective approach, the full vision for Polk County and LAMTD can be achieved over time, enhancing economic development and the agency's overall value to the community.

### **Fare Box Report**

The TDP and annual updates to the TDP, must contain a farebox recovery report that addresses "potential enhancements to productivity and performance which would have the effect of increasing farebox recovery ratio." This requirement for the TDP was added by the Florida Legislature in 2007 when it adopted House Bill 985. This legislation amended s. 341.071, Florida Statutes (F.S.), requiring transit agencies to "... specifically address potential enhancements to productivity and performance which would have the effect of increasing farebox recovery ratio." The Florida Department of Transportation subsequently issued guidance requiring the TDP and each annual update to include a 1–2-page summary report on the farebox recovery ratio and strategies implemented and planned to improve it as an appendix item."

## Annual Farebox Recovery Ratio Report LAMTD Fixed-Route Bus System

August 2020

### **CURRENT FAREBOX RECOVERY RATIO**

Farebox recovery (ratio) refers to the percent of a transit system's total operating expenses that are funded with fares paid by passengers and is calculated by dividing the total fare revenue collected by the total operating expenses. This value is reported by transit agencies to the National Transit Database using a standardized equation, as required for FTA grant recipients. The farebox recovery ratio for LAMTD, the public transportation provider for Polk County, was 10.13 percent in FY 2019. The background regarding the farebox recovery ratio includes the following.

### **PRIOR YEAR FARE STUDIES AND CHANGES**

LAMTD fares were last increased in April 2011. The base fare was increased to \$1.50 and the senior/disabled was increased to \$0.75. Children 7 and under, ride for free when accompanying by a paying adult.

### **PROPOSED FARE CHANGES FOR THE UPCOMING YEARS**

Since the fare increase in 2011, no additional fare increases have been proposed.

### **STRATEGIES THAT WILL AFFECT THE FAREBOX RECOVERY RATIO**

The following is a list of strategies LAMTD should consider improving the farebox recovery ratio:

1. Utilization of the Avail system to identify underperforming routes and bus stops.
2. Marketing of safety procedures to address Covid-19.
3. Increase the number of UAP agreements across the county.
4. New procedure to upload funding onto smart cards utilizing the internet
6. Continue to provide travel training to riders of the paratransit system on how to use the fixed route system, where possible.
7. The use of phone ticketing apps.

TDP Reviewer's Checklist Review Item	Compliant (Y/N)	Deficiencies	Comments
Past year's accomplishments compared to the original implementation program			
Analysis of any discrepancies between the plan and its implementation for the past year and steps that will be taken to attain or modify original goals and objectives			
Any revisions to the implementation program for the coming year			
Revised implementation program for the new tenth year			
Added recommendations for the new tenth year of the updated plan			
A revised financial plan			
A revised list of projects or services needed to meet the goals and objectives, including projects for which funding may not have been identified.			
Provided FDOT, decision-makers, and the public an opportunity to review and comment			



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5a

Agenda Item: June 30, 2020 LAMTD Monthly Financial Statement  
FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget.

Attachments: See Attachments

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date June 30, 2020  
FY 2019-2020

**Year to Date June 30, 2020**

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	75%	\$8,246,270	\$8,172,140	99%	\$11 Million
Expenses YTD	75%	\$8,246,270	\$7,150,030	87%	\$11 Million

**REVENUES:**

The total revenues realized year-to-date through June 30, 2020 totaled \$8.17 million or 99% of the YTD budget.

- Farebox revenues reflect \$314,170 or 53% of YTD budgeted revenues through June 30, 2020.
- Contract revenues totaled \$105,290 under the YTD budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues for RAMCO. Payment of \$93,600 billed in January 2020 and received in June 2020.
- Ad Valorem taxes reflects \$4.864 million or 100% of budget. The total budgeted revenues are \$4.86 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1<sup>st</sup>, each year. Discounts for early payments are as follows:

- 4% discount is allowed if paid by November
- 3% discount is allowed if paid by December
- 2% discount is allowed if paid by January
- 1% discount is allowed if paid by February

Taxes become delinquent on April 1<sup>st</sup> of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$92,420 under budget.
- Florida DOT operating grants \$1.7 million is being billed quarterly. These grants are on a cash basis which mean the services must be provided before we receive grant assistance. The year-to-date revenues totaled \$333,730.
- FTA Section 5307 operating and capital grants budgeted at \$2.4 million. This grant is also on a cash basis which means that the District must expend the funds before we seek grant reimbursement. Since most of the grant funding is used for operations and preventative maintenance the grant reimbursement is received at the end of the fiscal year after State funds are recognized. The year-to-date revenues totaled \$1.25 million.
- Advertising income reflects \$70,680 under budget.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue reflects \$55,250 under budget.
- The other revenues are showing a lag due to timing and being on a cash basis.

Lakeland Area Mass Transit District  
Monthly Financial Report  
Operating Budget. Budget to Actual  
For the Year-to-date June 30, 2020  
FY 2019-2020

**EXPENSES:**

The total expenses year-to-date through June 30, 2020 totaled \$7.15 million or 87% of the YTD budget.

- Salaries and benefits represent 65% of the FY 2019-2020 budget. As of June 30, 2020, these expenses totaled \$4.8 million or 10% under budget of \$5.3 million a favorable variance.
- Professional and Technical Services expenses totaled \$286,510 of the YTD budget, and over budget due to contract payments for Trapeze.
- Other services expenses totaled \$67,320 of the YTD budget, over budget and is for cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$270,410 YTD, under budget due to decline in fuel price.
- Materials and supplies totaled \$439,250 and under budget for vehicle parts.
- Dues and subscriptions, and office supplies are under budget.
- Property appraiser, Tax Collector Commission and CRA payments over budget since payments are quarterly and annually.
- Fixed and variable cost has contributed to some budget variances since it is a combination of a onetime cost and reoccurring costs.
- The CRA Payments totaling \$257,706 for Tax Year 2019 is paid.

Other remaining expenses are under the YTD budget through June 30, 2020

CHANGE IN FINANCIAL CONDITION	
Based on the year-to-date budget-to-actual variances through June 30 <sup>th</sup> the financials reflect a favorable actual variance of \$1.02 million with 75% of the fiscal year due to collection of property taxes.	

	STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS				
	9/30/19	9/30/18	9/30/17	9/30/16	9/30/15
* 1. Farebox Recovery Ratio (All modes)	10.13%	13.00%	10.04%	13.95%	25.50%
2. Cost per revenue hour	\$116.62	\$108.42	\$106.94	\$104.76	\$89.45
3. Revenue Hours	145,405	146,597	142,189	139,228	103,550
4. Fuel Cost (\$)	\$949,887	\$1,082,166	\$834,971	\$757,485	\$847,360
5. Ridership	1,294,771	1,252,600	1,346,211	1,393,620	1,424,965

\* Total 10.13%, LAMTD 13.37%, PCTS 4.70%



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5b

Agenda Item: June 30, 2020 Financials for Polk County Transit Services  
Contract – FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

Interim financial statements increase communication between the District Board of Directors, management and the public to provide up-to-date financial information and compliance with the budget

Attachments: See Attachments

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5b

Lakeland Area Mass Transit District  
Monthly Financial Report  
Polk County Transit Contract  
Month of June 30, 2020  
Year to Date Report  
Percent of FY Reported (75%)

**Revenues**

- The revenues totaled \$4.14 million or 70% of the year-to-date budget.
- The FTA grants drawdown \$954,000 year-to-date.
- Fare Revenues totaled \$61,000 or 60% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$495,620 and over the FY Budget.
- The County funding reflects payments for the budgeted grants match totaling \$2.153 million for the third of four payments.
- The FDOT Grants drawdown reflects \$463,000 or 57%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$5.14 million or 87% of the year-to-date budget.
- Salaries and wages totaled \$2.81 million or 88% of the YTD Budget
- Operating expenses totaled \$1.6 million or 91% of the YTD Budget.
- The contract services are for contractual cost for the four routes with the Contractor Transitions Commute Solutions with expenses of \$729,000 or 99% of budget.
- Capital Expenses shows no activity.

Lakeland Area Mass Transit District  
Financial Statement  
Polk County Contract  
Month of June 2020

**Revenue**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
<b>Revenues</b>				
County Match	\$ 2,176,676	\$ 1,632,507	\$ 2,153,247	132%
Other Contract Revenue - County	\$ 36,690	\$ 27,518	\$ 10,837	39%
City Contribution	\$ 497,320	\$ 372,990	\$ 495,621	133%
County Contribution - PCTS	\$ 407,220	\$ 305,415	\$ -	0%
Fares	\$ 136,000	\$ 102,000	\$ 61,123	60%
<b>FDOT Block Grants:</b>				
GOV71/G1481 - WHAT/ADA	\$ 643,490	\$ 482,618	\$ -	0%
RURAL AQR07	\$ 1,077,966	\$ 808,475	\$ 462,681	57%
<b>FTA</b>				
FTA 5307 Grant	\$ 2,879,208	\$ 2,159,406	\$ 953,767	44%
Capital Contributions - County	\$ -	\$ -	\$ -	0%
<b>Total</b>	<b>\$ 7,854,570</b>	<b>\$ 5,890,928</b>	<b>\$ 4,137,275</b>	<b>70%</b>

**Expenses**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Percent Expended</b>
Labor	\$ 4,245,240	\$ 3,183,930	\$ 2,808,858	88%
Contract	\$ 980,326	\$ 735,245	\$ 728,979	99%
Operating	\$ 2,361,754	\$ 1,771,316	\$ 1,605,998	91%
Capital	\$ 203,160	\$ 152,370	\$ -	0%
Capital - Loughman Route	\$ 64,090	\$ 48,067	\$ -	0%
<b>Total</b>	<b>\$ 7,854,570</b>	<b>\$ 5,890,927</b>	<b>\$ 5,143,835</b>	<b>87%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5c

Agenda Item: June 30, 2020 Financials for The Transportation Disadvantaged Program– FY 2019-20

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: None

Summary: The Interim Financial Statement covers a period of less than one year. The report is used to convey the performance of the District's financial position and budget comparisons – budget to actual on a year-to-date basis. Unlike annual financial statements, Interim Statements do not have to be audited.

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The Transportation Disadvantaged Program fiscal year starting July 1, 2019 and ends June 30, 2020. The funding is 90% State for the Transportation Disadvantaged Trust Fund and 10% matching funds funded by Polk County. There are some other third-party revenues for contract services.

Attachments: See Attachments



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5c

Lakeland Area Mass Transit District  
Monthly Financial Report  
The Transportation Disadvantaged Program  
Month of June 30, 2020  
Year to Date Report  
Percent of FY Reported (100%)  
**State FY July 1, 2019 thru June 30, 2020**

**Revenues**

- The revenues totaled \$1.43 million or 96% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$1.35 million or 94% of the grant.
- Contract Revenues and other revenues totaled \$40,570.
- The County funding for the match totaled \$120,370 or 80%.

**Expenses**

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.2 million or 81% of the year-to-date budget.
- Salaries and wages totaled \$924,820 or 95% of the YTD Budget.
- Operating expenses totaled \$286,860 or 55% of the YTD Budget.

**Operating Results**

- Actual Revenues exceeded actual expenses by \$221,270.

**Lakeland Area Mass Transit District  
Transportation Disadvantage Program  
Period Ending -June, 2020**

**Revenue**

	Annual Budget	YTD Budget	YTD Actual	Total YTD
<b>Revenues</b>				
County Match 10%	\$ 149,788	\$ 149,788	\$ 120,369	80%
<b>Contract Revenue</b>	\$ 228	\$ 228	\$ 866	
Adult Day Care		\$ -	\$ 39,710	
<b>FDOT Grants:</b>		\$ -		
CTD Grant -Operating	\$ 1,348,094	\$ 1,348,094	\$ 1,272,004	94%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,498,110</b>	<b>\$ 1,432,949</b>	<b>96%</b>

**Expenditure**

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 973,780	\$ 973,780	\$924,816	95%
		\$ -		
Operating	\$ 524,330	\$ 524,330	\$ 286,864	55%
<b>Total</b>	<b>\$ 1,498,110</b>	<b>\$ 1,498,110</b>	<b>\$1,211,679</b>	<b>81%</b>

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUGUST 12, 2020  
AGENDA ITEM #5d

Agenda Item: Information Report on Section 218.415  
Florida Statutes, Local Government Investment Policies

Presenter: David Persaud, Chief Financial Officer

Recommended  
Action: For Board Information and compliance with F.S. Section  
218.415

Summary: Section 218.415, Florida Statutes, requires the District to develop a policy and plan for the investment of Surplus Funds. The Finance Department is required to report to the LAMTD Board at least annually on the Investment Policy and Plan and on the investment results.

The District has an approved Investment Policy that complies with this requirement.

Section 218.415 of the Florida Statutes requires some specific requirements as listed below:

- Scope- The Investment Policy shall apply to all funds under control of the District
- Investment Objectives- these include, safety of capital, liquidity of funds and investment income.
- Prudence and Ethical Standards- Prudent person rule- Investments should be made with judgement and care and not speculation but for investment and safety of their capital.
- Authorized Investments
- Maturing and Liquidity requirements, portfolio compositions risk and diversification and a system of investment controls.

## AGENDA ITEM #5d – CONT.

The District has solicited the services of Bank of Central Florida for Banking Services – Excess funds in the local bank is determined by periodic and weekly cash flows.

Funds available in excess of 30 to 45 days working capital is invested with the Florida State Board of Administration Local Government Surplus Trust Fund. The rate of interest fluctuates daily.

The Investment income for the period ending September 30, 2018, September 30, 2019 and through June 30, 2020 is presented below:

FYE 9-30-18	\$135,819
FYE 9-30-19	\$208,036
YTD thru June 30, 2020	\$ 92,422

The Investment yield for June 2019 is 2.55%.

The Investment yield for June 2020 is .57%.

BUDGET SUMMARY

Lakeland Area Mass Transit District - Fiscal Year 2020-2021

THE PROPOSED OPERATING BUDGET EXPENDITURES OF LAKELAND AREA MASS TRANSIT DISTRICT ARE .6%  
MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES

AD VALOREM TAXES: MILLAGE PER \$1,000 -- .5000 MILLS

**Estimated Revenues**

Ad Valorem Taxes	\$5,193,790
Passenger Fares	592,830
Contract Revenues	916,160
Federal Grants	2,483,470
State Grants	1,623,750
Other Revenues	246,600

<b>Total Sources</b>	<b>\$11,056,600</b>
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Transfers In	0
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Fund Balances/Reserves/Net Assets	0
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<b>Total Revenues, Transfers &amp; Balances</b>	<b>\$11,056,600</b>
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**Expenditures**

Salaries and wages	5,123,640
Fringe Benefits	2,161,220
Services	624,450
Materials and Supplies Consumed	1,333,140
Utilities	154,700
Casualty and Liability Insurance	476,160
Miscellaneous Expenses	296,340
Tax Collector's Commissions, Property Appraiser's	-
Fees/CRA Tax Increment Payment	421,200
Capital Expenditures / Debt Service	465,750

<b>Total Expenditures</b>	<b>\$11,056,600</b>
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Transfers Out	0
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Fund Balances/Reserves/Net Assets	0
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<b>Total Appropriated Expenditures, Transfers, Reserves &amp; Balances</b>	<b>\$11,056,600</b>
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THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE  
IN THE OFFICE OF THE ABOVE REFERENCED TAXING DISTRICT  
AS A PUBLIC RECORD.

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUGUST 12, 2020  
AGENDA ITEM #5e

Agenda Item:       **Approval of funds from the Federal Transit Administration 5307 Urbanized Funding for shelters in Haines City**

Presenter:           David Persaud, CFO

Recommended  
Action:               Staff recommends the utilization of Federal Highway Administration transfer of funds to the Federal Transit Administration for Haines City Shelters.

Summary:            This grant involves the placement of seven shelters in the Haines City area. Originally this grant application was submitted to Polk TPO by Haines City that was later transferred to the District by FDOT because of the Districts experience in the field. The District applied for these funds and was awarded \$231,037 with Transportation Toll credits utilized for match. There is no fiscal impact to the County or the District.

Attachments:

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LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
August 12, 2020  
AGENDA ITEM #5f

Agenda Item: LAMTD Proposed Operating and Capital Budget  
FY 2020-21 Budget and Public Hearings Requirements

Presenter: Tom Phillips, Executive Director  
David Persaud, CFO

Recommended  
Action: Presentation to the Board FY 2020-21 Proposed Budget

Summary: Proposed Operating and Capital Budget is included.

The proposed budget for the District is included herewith with revenues and expenses balanced for a total budget of \$11,056,600. The budget is balanced with funding for the capital vehicle replacement program totaling \$465,750.

A summary level description of the revenues and expenses are also included. A Power Point Presentation will follow this report.

Public Hearings:

To adopt a millage rate and Budget, taxing authorities must hold two Public Hearings. The first or tentative hearing is advertised on the *Notice of Proposed Property Taxes* (TRIM Notice) that the Property Appraiser mails. The TRIM notice is the only advertisement required for the tentative hearing.

Taxing Authorities must advertise their final hearing within 15 days of adopting a tentative Millage and Budget. Both Public Hearings are scheduled at the Lakeland City Hall on September 3<sup>rd</sup> (first Public Hearing), and 17<sup>th</sup> (second Public Hearing) at 5:01PM.

Attachments: See attached Proposed Operating and Capital Budget FY 2020-21

**FY 2020-2021**  
**LAMTD BUDGET**

Presentation By:

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Tom Phillips  
David Persaud



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21

August 12, 2020

LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

Overview:

- FY 2020-21 Budget totaled \$11,056,600 or .56% over FY 19-20 Budget.
- Budget is balanced
- No New Programs-Routes
- No New Position
- Millage Rate .50 (\$5,193,790) in FY 2020-21
- Ad Valorem Taxes increased 7% or \$338,320 in FY 2020-21
- CIP Budget / Asset Replacement Funding \$.680 million, Less \$214,850 to balance Budget.
- In last 17 years - seven years had operating budget deficit

# LAKELAND AREA MASS TRANSIT DISTRICT

## Fiscal Year Proposed Budget

FY 2020-21

August 12, 2020

## LAMTD

FY 2020-21 Budget

Expense Assumptions

		<u>FY 2020</u>	<u>FY 2021</u>
Salaries Wages		2.25%	2.25%
FICA		7.65%	7.65%
FRS - Regular Class		8.26%	10%
Health Insurance		2.97%	3%
Fuel Projection – Fuel cost per gallon		\$2.81	\$2.59
Other Operating Expenses		Based on Trend - Usage	
Inflation Rate		2.2%	2.0%
Capital Budget Funding / Debt Service		\$680,600	\$465,000

Contract expires September 30, 2023 (3 years - 10/04/20 thru 9/30/23)

Between LAMTD and AFL- CIO (Transportation Workers Union)



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

**Fiscal Challenges**

1. Sustainability in funding transit services in the District, a high dependency on FTA and FDOT Grants
3. TAM - Transit Asset Management is a strategic and systematic practice of rehabilitating and replacing transit capital assets. Requirement to report NTD inventory module to the National Transit Database for Rolling Stock, Equipment Facilities and Infrastructure starting in January 2018.
4. Lack of adequate Capital Funding for periodic asset replacement.
5. Lack of adequate Operational Funding and Service expansion.
6. The RAMCO Agreement \$93,600 (5 year - \$468,000) expires at 12/31/19. No extension.
7. FY 2021 Ad Valorem Taxes increase of 7% compared to FY 2020 increase of 4%.

**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget - Balancing the Budget**  
**FY 2020-21**  
**August 12, 2020**

<b><u>FY 2020-21</u></b>		
Estimated Revenues	\$11,056,600	
Proposed Expenses	\$11,271,450	
Operating Deficit	(\$214,850)	
<b><u>Funding the Deficit</u></b>		
CIP Allocation	\$680,600	
Budgeted Debt Service	(\$302,960)	
Balance	<u>\$377,640</u>	
Transfer to Fund Deficit	(\$214,850)	
Balance in CIP	\$162,790	
Carryover 9/30/20	\$222,200	
Available 9/30/19 Audit in CIP	\$1,383,390	
Cash Reserve		
<b>Total Available</b>	<b><u>\$1,768,380</u></b>	



**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**Balancing the Proposed Budget**

1. The Current U.S. Economic Environment is very fragile giving the COVID-19 Pandemic.
2. The District has seen declining revenues.

**Revenues**

1. Fares – Due to the decline in Ridership and reduction of services.
2. Interest Income- In June 2019, the LGIP was 2.55% compared to June 2020 at .57%.
3. The District does not have diversified revenue base.
4. Increase in Ad Valorem Taxes 7%.

**Expenses**

1. The Labor Contract and Administrative Employee Wage increase with the step increase for Bargaining Employees and 2.25% for Administrative Employees.
2. FRS – Employer contribution is increasing 18%.
3. Health Insurance Premium is increasing 3%.
4. Fuel prices remain basically flat due to Fuel Purchase Consortium.

LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

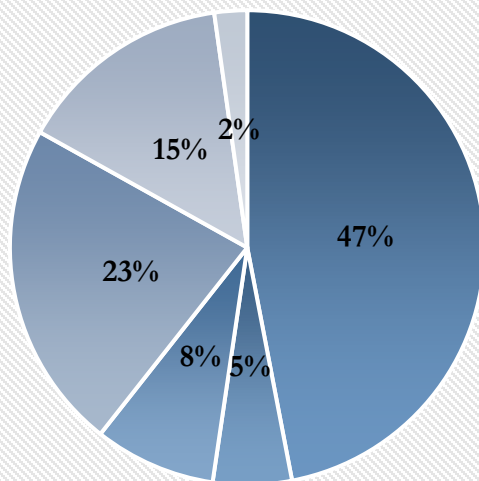
**Summary**

- Given the above on the previous slide. This is one time use of the Capital Funds
- The current economic decline in the local economy should improve as the COVID-19 Pandemic gets under control
- To avoid Transit Service Interruption this proposal is prudent given that use of non-recurring revenues are not abused to ensure service sustainability.
- The CARES ACT Funding allocated for the District total \$1.9 million to use for Capital Bus purchase which will off set the use of Capital Funds. (eight buses).



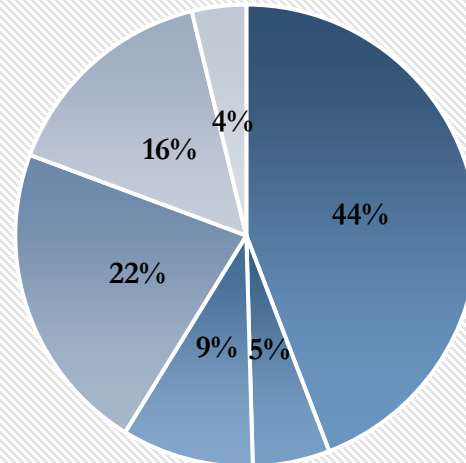
# Revenues FY '21 vs. FY '20

**2021**



- Ad Valorem Taxes 47%
- Passenger Fares 5%
- Contract Revenues 8%
- Federal Grants 23%
- State Grants 15%
- Other Revenues 2%

**2020**



- Ad Valorem Taxes 44%
- Passenger Fares 5%
- Contract Revenues 9%
- Federal Grants 22%
- State Grants 16%
- Other Revenues 4%



## **REVENUES**

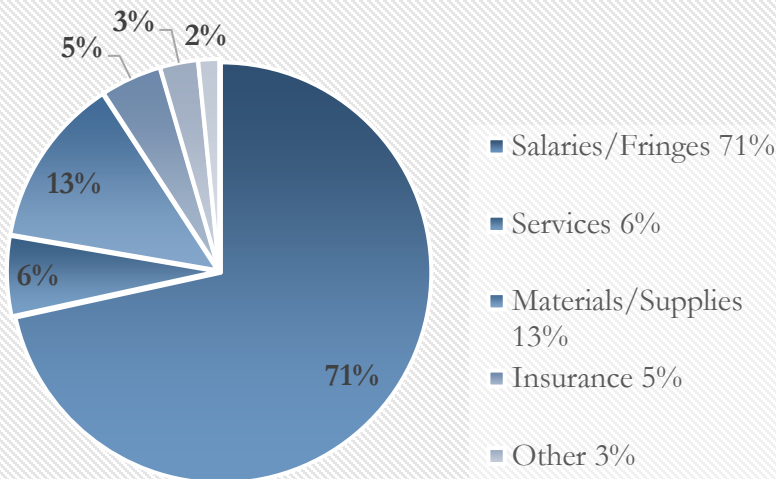
Total Revenues are estimated at \$11.057 million an increase of \$61,580 (.56%).

## **FARES**

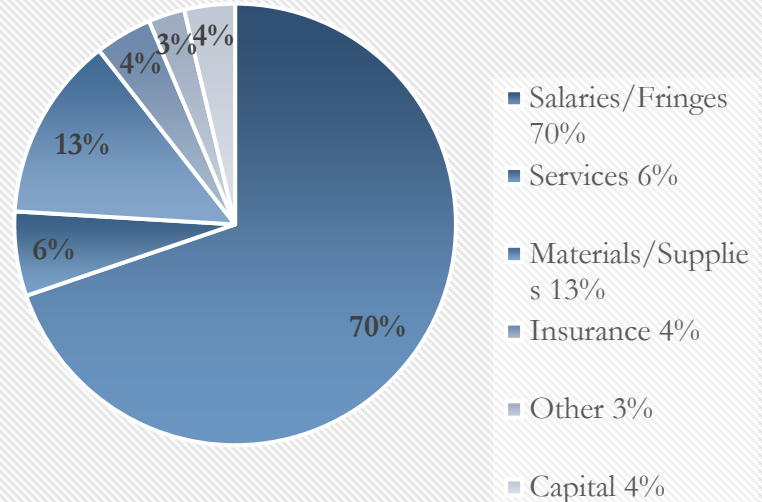
- Fares are projected at \$ 592,830 in FY 2021 same level as FY 2019-20.
  - The fare revenue declined in Fixed Route Ridership this fiscal year but should improve as we recover from COVID-19 next fiscal year.
- Total Contract revenue is projected at \$916,160 a decrease of \$99,480 (10%) due to the end of the RAMCO Agreement.
- Investment Revenue is projected to decrease by \$80,000 due to lower yield.
- Property Tax Revenue is projected to increase \$ 338,000 or 7%.
- Federal Grants has a slight decrease at \$2,483,470 an increase of \$76,970 or 3%.
- State FDOT Grants will decrease \$82,830 or 5% for State Corridors.
- Other revenue is estimated to decrease \$171,400 due to decrease in several areas including Investment Income \$106,000 and Misc. Income \$78,000.

# Expenses FY '21 vs. FY '20

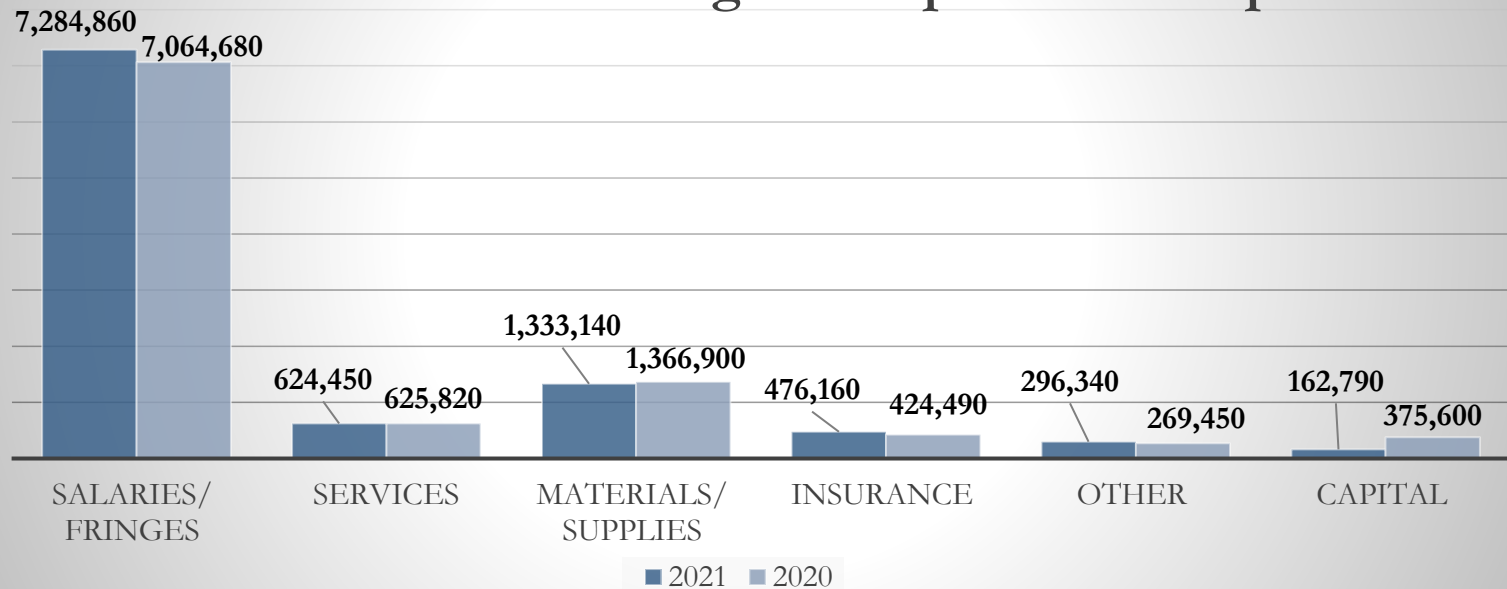
2021



2020



## FY 2021 vs FY2020 Budget Composition - Expenses



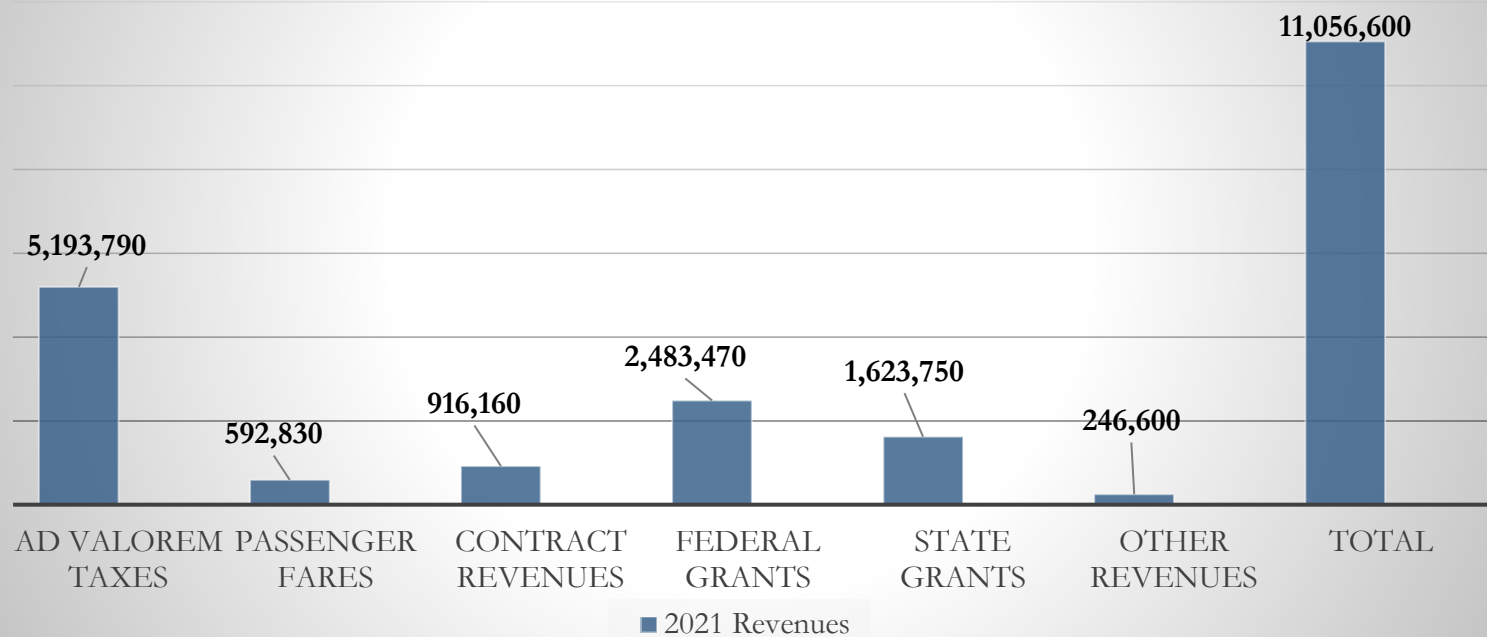


## **OPERATING EXPENSES**

Total expenses of \$ 11.057 million is increasing by \$61,580 (.56%).

- Salaries and wages are projected to increase \$161,000 or 3 % due to labor contract and administrative salaries increase of 2.25%.
- Fringe benefits is expected to increase \$ 60,000 or 2.8% due to increase in health insurance premiums of 3%, FRS Contributions 18%.
- Position count at Oct.1, 2018- full time 104.5 and part time 8, a total of 112.5.
- Services for professional and technical service, contract maintenance services and other services is projected to decrease \$1,400 primarily due to decrease for Radios and Avail System Maintenance.
- Fuel, Materials, Supplies and Parts is projected to decrease \$ 34,000 or 3 % due to decrease in parts.
- Insurance Costs is expected to increase \$52,000 or 11% due to increase in workers compensation premium.
- Misc. expense is increasing \$27,000 and contingency account is budgeted at zero.
- Debt Service expenses totaling \$303,000 a decrease of \$2,000 for decline in interest expense.
- The Budget reflects \$163,000 for Capital Expenses/Reserves a decrease of \$213,000 to balance the proposed budget.

## FY 2021 Budget Composition Revenues





**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**REVENUES FY '21 v FY '20 VARIANCE**

<b>REVENUES</b>	<b>FY '20 BUDGET ADOPTED</b>	<b>% OF TOTAL</b>	<b>FY '21 BUDGET PROPOSED</b>	<b>% OF TOTAL</b>	<b>\$ Inc / (Dec) '21 v '20</b>	<b>% Inc / (Dec) '21 v '20</b>
<b>Ad Valorem Taxes</b>	\$4,855,470	44.2%	\$5,193,790	46.97%	\$338,320	6.97%
<b>Passenger Fares</b>	592,830	5.4%	592,830	5.36%	\$0	0.00%
<b>Contract Revenues</b>	1,015,640	9.2%	916,160	8.29%	(\$99,480)	-9.79%
<b>Federal Grants</b>	2,406,500	21.9%	2,483,470	22.46%	\$76,970	3.20%
<b>State Grants</b>	1,706,580	15.5%	1,623,750	14.69%	(\$82,830)	-4.85%
<b>Other Revenues</b>	418,000	3.8%	246,600	2.23%	(\$171,400)	-41.00%
<b>TOTAL</b>	<b>\$10,995,020</b>	<b>100%</b>	<b>\$11,056,600</b>	<b>100%</b>	<b>61,580</b>	<b>0.56%</b>

**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**EXPENSES FY '21 v FY '20 VARIANCE**

EXPENSES	FY '20 BUDGET ADOPTED	% OF TOTAL	FY '21 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '21 v '20	% Inc / (Dec) '21 v '20
Salaries and wages	\$4,963,110	48.1%	5,123,640	48.4%	\$160,530	3.1%
Fringe Benefits	2,101,570	20.4%	2,161,220	20.4%	\$59,650	2.8%
Services	625,820	6.1%	624,450	5.9%	(\$1,370)	-0.2%
Materials and Supplies Consumed	1,366,900	13.3%	1,333,140	12.6%	(\$33,760)	-2.5%
Utilities	160,700	1.6%	154,700	1.5%	(\$6,000)	-3.9%
Casualty and Liability Insurance	424,490	4.1%	476,160	4.5%	\$51,670	10.9%
Miscellaneous Expenses	269,450	2.6%	296,340	2.8%	\$26,890	9.1%
Restricted Contingency	0	0.0%	0	0.0%	\$0	0.0%
Tax Collector's Commissions, Property Appraiser's Fees/CRA Tax Increment Payment	402,380	3.9%	421,200	4.0%	\$18,820	4.5%
<b>Total Operating Expenditures</b>	<b>\$10,314,420</b>	<b>93.8%</b>	<b>\$10,590,850</b>	<b>95.8%</b>	<b>\$276,430</b>	<b>2.6%</b>
Capital Expenditures	375,600	3.6%	162,790	1.5%	(\$212,810)	-130.7%
Debt Services	305,000	3.0%	302,960	2.9%	(\$2,040)	-0.7%
<b>TOTAL</b>	<b>\$10,995,020</b>	<b>100%</b>	<b>\$11,056,600</b>	<b>100%</b>	<b>\$ 61,580</b>	<b>0.56%</b>



**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**REVENUES PERCENT OF TOTAL BUDGET**

<b>REVENUES</b>	<b>FY '19 Actual</b>	<b>% OF TOTAL</b>	<b>FY '20 Adopted Budget</b>	<b>% OF TOTAL</b>	<b>FY '21 Proposed Budget</b>	<b>% OF TOTAL</b>
<b>Ad Valorem Taxes</b>	\$4,749,296	46.1%	\$4,855,470	44%	\$5,193,790	47.0%
<b>Passenger Fares</b>	625,581	6.1%	592,830	5%	\$592,830	5.4%
<b>Contract Revenues</b>	928,016	9.0%	1,015,640	9%	\$916,160	8.3%
<b>Federal Grants</b>	2,061,514	20.0%	2,406,500	22%	\$2,483,470	22.5%
<b>State Grants</b>	1,357,957	13.2%	1,706,580	16%	\$1,623,750	14.7%
<b>Other Revenues</b>	584,873	5.7%	418,000	4%	\$246,600	2.2%
<b>Total</b>	<b>\$10,307,237</b>	<b>100%</b>	<b>\$10,995,020</b>	<b>100%</b>	<b>\$11,056,600</b>	<b>100%</b>

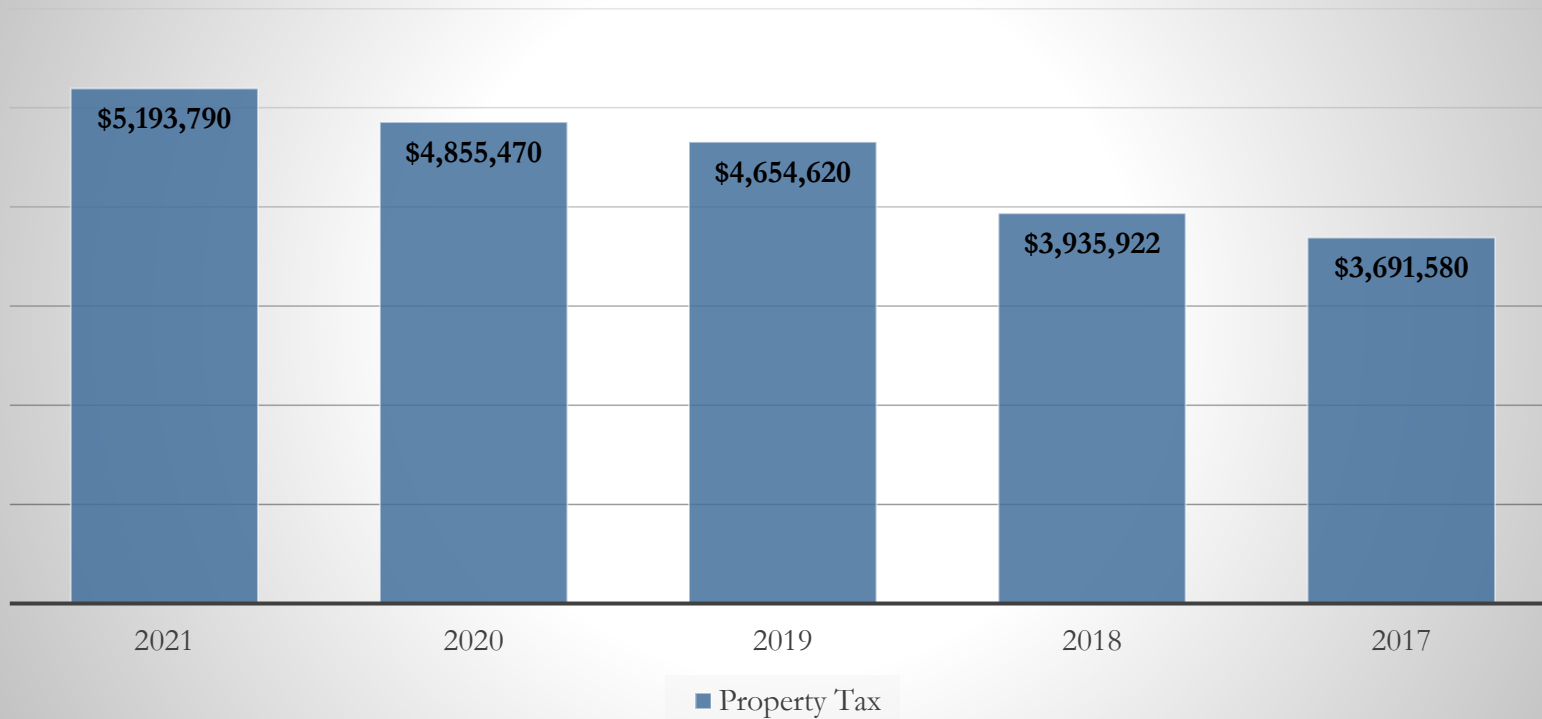


**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**EXPENSES PERCENT OF TOTAL BUDGET**

EXPENSES	FY '19 Actual	% OF TOTAL	FY '20 Adopted Budget	% OF TOTAL	FY '21 Proposed Budget	% OF TOTAL
Salaries and wages	\$4,654,620	39.9%	4,963,110	48.1%	5,123,640	48.4%
Fringe Benefits	2,585,869	22.2%	2,101,570	20.4%	2,161,220	20.4%
Services	478,658	4.1%	625,820	6.1%	624,450	5.9%
Materials and Supplies Consumed	1,221,119	10.5%	1,366,900	13.3%	1,333,140	12.6%
Utilities	124,713	1.1%	160,700	1.6%	154,700	1.5%
Casualty and Liability Insurance	382,749	3.3%	424,490	4.1%	476,160	4.5%
Miscellaneous Expenses	348,497	3.0%	269,450	2.6%	296,340	2.8%
Depreciation	1,481,114	12.7%		0.0%	0	0.0%
Restricted Contingency	0	0.0%	0	0.0%	0	0.0%
Tax Collector's Commissions, Property Appraiser's Fees/CRA Tax Increment Payment	390,772	3.3%	402,380	3.9%	421,200	4.0%
		0.0%				
<b>Total Operating Expenses</b>	<b>\$11,668,112</b>	<b>99.7%</b>	<b>\$10,314,420</b>	<b>93.8%</b>	<b>\$10,590,850</b>	<b>95.8%</b>
Capital Expenditures	\$0	0.0%	\$375,600	3.6%	\$162,790	1.5%
Debt Services	\$34,738	0.3%	\$305,000	3.0%	\$302,960	2.9%
<b>Total Operating Expenses</b>	<b>\$11,702,850</b>	<b>100%</b>	<b>\$10,995,020</b>	<b>100%</b>	<b>\$11,056,600</b>	<b>100%</b>

## Ad Valorem Taxes 2017-2021





**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**AD VALOREM TAXES 2010-2021**

<b>YEAR</b>	<b>MILLAGE</b>	<b>PROPERTY TAXES</b>	<b>BUDGET / ACTUAL CHANGES</b>
2021	.50	\$5,193,790	Budget 7.0%
2020	.50	\$4,855,470	Budget 3.9%
2019	.50	\$4,669,630	Budget 4.8%
2018	.50	\$4,456,436	Actual 13%
2017	.50	\$3,935,922	Actual 6.6%
2016	.50	\$3,691,580	Actual 6.4%
2015	.50	\$3,468,727	Actual 10.8%
2014	.50	\$3,130,779	Actual ( 5.9)%
2013	.50	\$3,325,557	Actual 7.2%
2012	.50	\$3,101,271	Actual ( 3.4)%
2011	.50	\$3,209,778	Actual (9.1)%
2010	.50	\$3,531,034	Actual

LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

- Capital Expense
- Capital Budget
- Debt Service Payments-  
for Lease Purchase for Buses



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

Tax Exempt Municipal Lease Financing is an effective and increasingly popular vehicle for State and Local Governments to finance and refinance Equipment Acquisitions and Vehicles.

Many local Governments make Capital Purchases on the Capital Lease Plan. Essentially, the Government makes installment payments with an interest cost associated with the payments. After the final payment, the asset belongs to the Government.

Capital Lease Plan:

**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**1) Long-Term Liabilities**

The District (as Lessee) has entered into a Lease Agreement with Banc of America Public Capital Acquisition

(BAPCC), a subsidiary of Bank of America for financing the acquisition of three heavy duty buses in FY2016. The amount financed is \$1,357,500 with an interest rate of 2.6482% for twelve years. The proceeds of the lease \$1,357,500 is placed in an escrow account for payment of the buses. These lease agreements qualify as capital lease for accounting purposes and are recorded at the present value of the future minimum lease payments at the inception date. The debt service payments for principal and interest is \$132,000 annually. The escrow account was paid off in FYE 9-30-17.

**2) Lease financing for new buses- Approved by the Board in 2019**

Lease financing for:

- 1) 4 Fixed Route buses @ \$200,000 totaling \$800,000
- 2) Total annual debt service estimated expense of \$172,000 for the lease finance
- 3) The financing is for five years at 2.544%

**3) FY 2020-21 Debt Service Expense \$302,960**

- 1) First Lease \$132,300
- 2) Second Lease \$170,660



**LAKELAND AREA MASS TRANSIT DISTRICT**  
**Fiscal Year Proposed Budget**  
**FY 2020-21**  
**August 12, 2020**

**Capital Budget Schedule FY 2016-2020**

<b>Activity</b>	<b>FY 2015-16 Budget</b>	<b>FY 2016-17 Budget</b>	<b>FY 2017-18 Budget</b>	<b>FY 2018-19 Budget</b>	<b>FY 2018-19 Amended Budget</b>	<b>FY2019-20</b>
<b>Approved Budget</b>	\$680,600	\$680,600	\$680,600	\$680,600	\$680,600	\$680,600
<b>Expenses:</b>						
Repairs to LYNX Buses	\$180,000 \$13,570					
Demolition Old Fuel Island		\$ 59,410				
Modular Building-Lakeland Terminal		\$176,000	\$ 45,000			
GEICO Bus Purchase (2)	\$135,500					
Debt Service – Vehicle Leases	\$ 33,050	\$132,200	\$132,200	\$561,600	\$132,200	
Debt Service - New					\$132,000	\$305,000
Other Expenses-AVAIL Equipment					\$170,000	
Admin Vehicles 6 @ \$20,000		\$120,000			\$10,000	
Vehicles, Shop Equipment					\$51,900	\$153,400
<b>Total Obligated</b>	<b>\$362,120</b>	<b>\$487,610</b>	<b>\$177,200</b>		<b>\$496,100</b>	<b>\$458,400</b>
<b>Balance</b>	<b>\$318,480</b>	<b>\$192,990</b>	<b>\$503,400</b>	<b>\$119,000</b>	<b>\$184,500</b>	<b>\$222,200</b>

# LAKELAND AREA MASS TRANSIT DISTRICT

Fiscal Year Proposed Budget

FY 2020-21

August 12, 2020

## LAMTD Capital Budget FY 2019-20

		FY 2019-20	FY 2020-21
Annual Appropriation		\$680,600	\$465,750
Capital Leases:			
1)	First Debt Issue: \$1,357,500		
	Date of Issue: 2016		
	Time: 12 Years		
	Annual Debt. Service: \$133,000	\$132,000	\$132,300
	R.O.I.: 2.6482%		
2)	Second Debt Issue: \$800,000		
	Date of Issue: 2019		
	Time: 5 Years		
	Annual Debt. Service: \$171,000	\$172,000	\$170,660
	R.O.I.: 2.544%		
3)	Purchase / Truck		
	Capital Related Expense		
4)	Buses		
<b>Total Budget</b>		<b>\$304,000</b>	<b>\$302,960</b>
<b>Capital Reserve</b>		<b>\$376,600</b>	<b>\$162,790</b>
<b>Total Expenses / Reserve</b>		<b>\$680,600</b>	<b>\$465,750</b>



**DEFICITS FIVE IN LAST  
CHANGE IN NET FINANCIAL POSTION  
15- YEARS - AUDITED  
2004-2019**

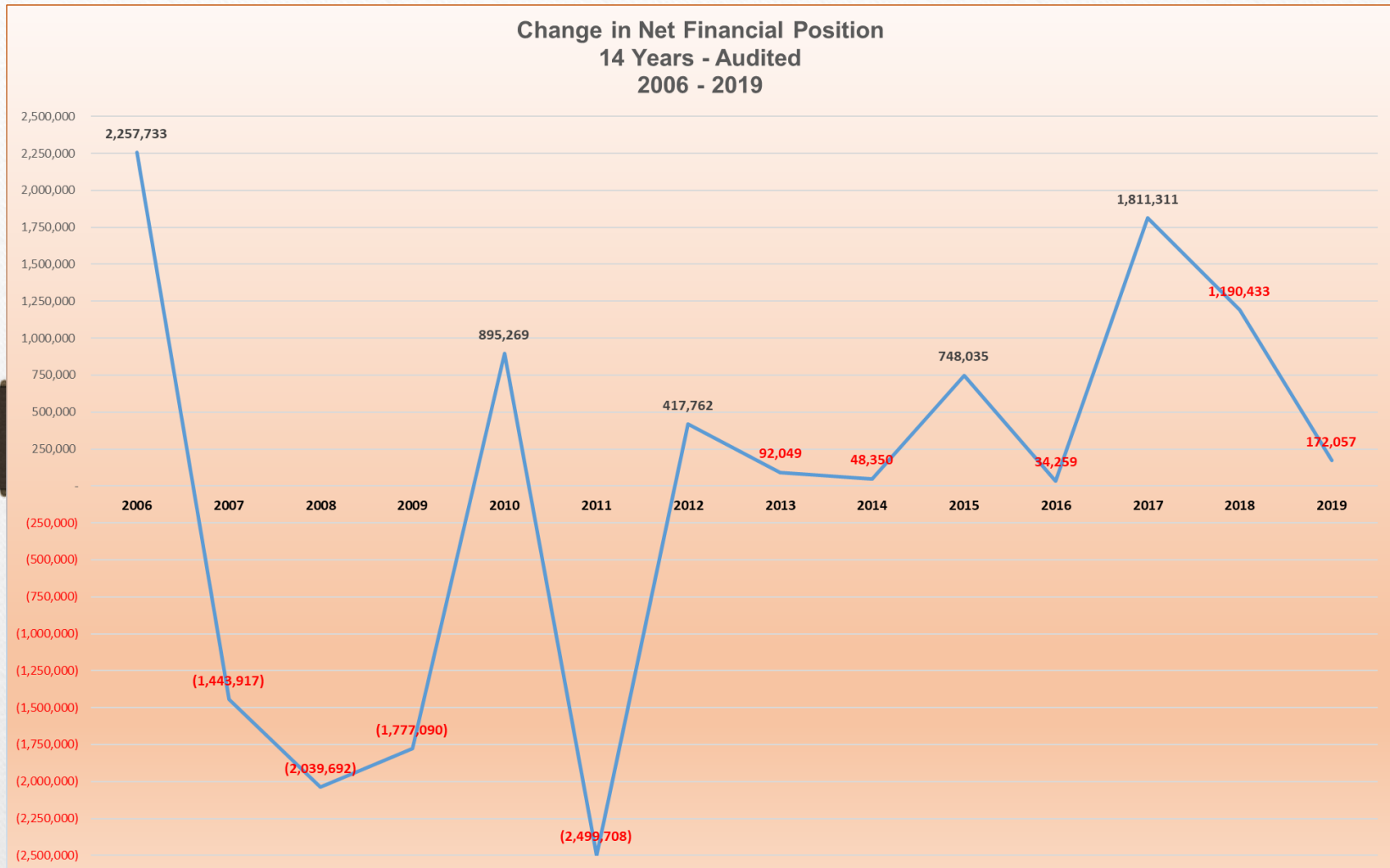
<b>YEAR</b>	<b>FAVORABLE</b>	<b>DEFICIT</b>
2019		\$ (172,057)
2018		(1,190,433)
2017	\$1,811,311	
(1) 2016	34,259	
2015	748,035	
2014	48,350	
2013	92,049	
2012	417,762	
2011		(2,499,708)
2010	895,269	
2009		(1,777,090)
2008		(2,039,692)
2007		(1,443,917)
2006	2,257,733	
2005		(367,692)
2004	20,572	

(1) New FRS GASB Pension Expense \$382,106 for Pension Liability.

# CHANGE IN NET FINANCIAL POSITION

## 14- YEARS - AUDITED

### 2006-2019



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

FAREBOX RECOVERY RATIO 2011-2019

STATISTICAL TRENDS LAST SEVEN YEARS	
2019	10.13%
2018	13.40%
2017	14.80%
2016	20.06%
2015	25.5%
2014	23.0%
2013	25.2%
2012	23.0%
2011	20.3%



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

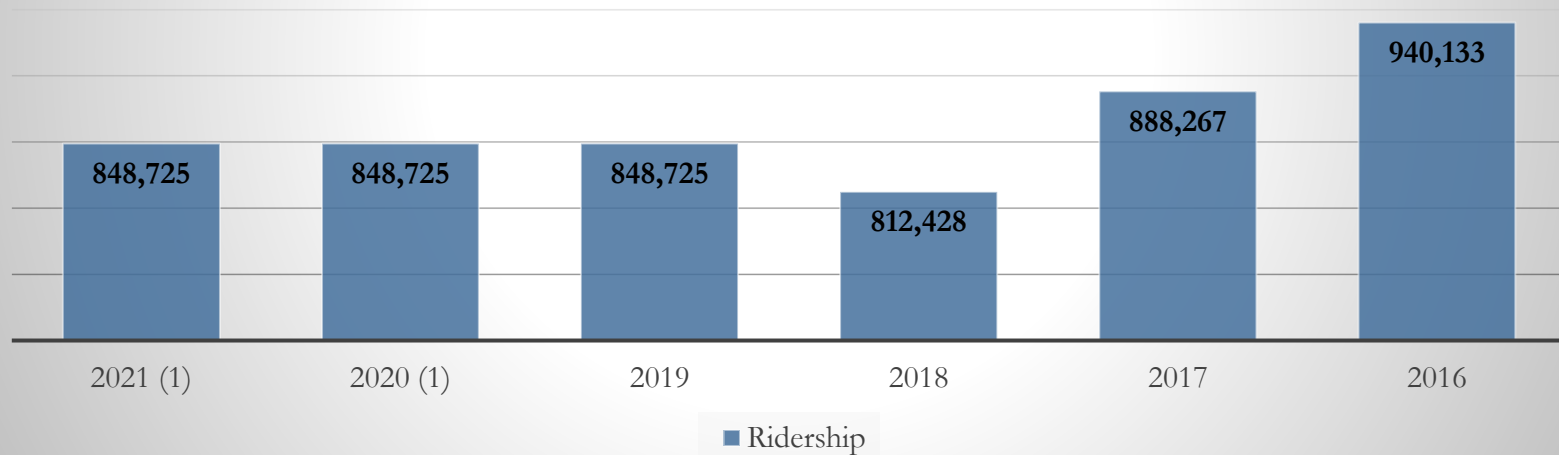
REVENUE HOURS 2011-2019	
FY2019	76,653
FY 2018	78,464
FY 2017	77,037
FY 2016	75,207
FY 2015	103,550
FY 2014	117,008
FY 2013	116,422
FY 2012	112,539
FY 2011	115,679

LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

OPERATIONAL COST PER REVENUE HOUR 2009-2019	
FY 2019	\$133.32
FY 2018	\$123.56
FY 2017	\$120.86
FY 2016	\$122.49
FY 2015	\$89.45
FY 2014	\$86.29
FY 2013	\$ 83.84
FY 2012	\$ 83.62
FY 2011	\$ 91.26
FY 2010	\$ 91.79
FY 2009	\$ 84.45

## Total Ridership FY 2016-2020

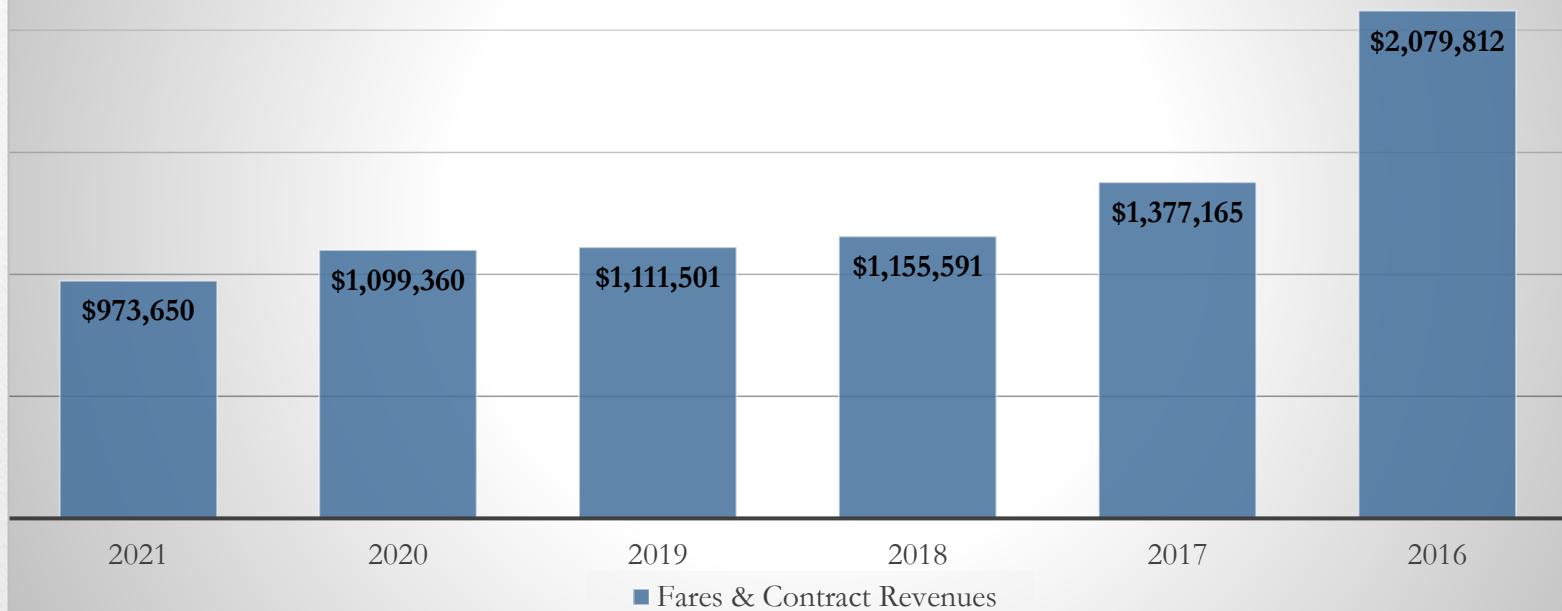
FY 2019 Actual  
FY Projection  
Year to Date



(1) Projected at same level, but will decline and level off by end of fiscal year.



## Fares Collected and Contract Revenues FY 2016-21



# LAKELAND AREA MASS TRANSIT DISTRICT

## Fiscal Year Proposed Budget

FY 2020-21

August 12, 2020

### RIDERSHIP 2007-2019

RIDERSHIP	FIXED ROUTE	DEMAND RESPONSE	WHAT CONTRACT	TOTAL
FY 2020 (6/30/20)	421,712	28,841	0	450,553
FY 2019	796,050	52,667	0	848,725
FY 2018	760,654	51,774	0	812,428
FY 2017	840,131	48,136	0	888,267
FY 2016	893,149	46,984	0	940,133
FY 2015	1,073,008	69,268	282,689	1,424,965
FY 2014	1,215,338	85,569	346,103	1,647,010
FY 2013	1,224,636	94,053	319,781	1,638,470
FY 2012	1,104,646	96,118	251,397	1,452,161
FY 2011	1,453,467	104,434	210,186	1,768,087
FY 2010	1,459,416	112,984	191,211	1,763,611
FY 2009	1,450,978	106,435	249,492	1,806,905
FY 2008	1,602,322	105,462	436,402	2,144,186
FY 2007	1,515,914	111,515	390,480	2,017,909



August 12, 2020



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

FUEL COST FY 2011-2021

FY	BUDGET/ACTUAL	TOTAL
FY 2021	Budget	\$602,150
FY 2020	Budget	602,150
FY 2019	Actual	528,950
FY 2018	Actual	606,451
FY 2017	Actual	456,881
FY 2016	Actual	503,162
FY 2015	Actual	847,360
FY 2014	Adopted	1,316,739
FY 2013	Actual	1,367,289
FY 2012	Actual	1,317,442
FY 2011	Actual	1,349,788



# LAKELAND AREA MASS TRANSIT DISTRICT

Fiscal Year Proposed Budget

FY 2020-21

August 12, 2020

LAMTD  
Combined Budget  
FY 2020-21

Budget	Proposed Budget FY 2020-21	Final Budget FY 2019-20	Change	%
LAMTD	\$11,056,600	\$10,995,020	\$61,580	.6%
PCTS (1)	\$8,056,670	\$7,854,570	\$202,100	2.6%
TRANSIT DISADVANTAGE	\$1,483,250	\$1,498,110	(\$14,860)	1%
Total	\$20,596,520	\$20,347,700	\$248,820	1.2%

LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

Budgeted Positions 2020-21

Total F.T. 192

Total P.T. 8.5

LAMTD Budgeted Positions

- Full Time Positions 104.5 and Part Time 8.0  
Added one new positions in Fixed Route for the Road Diet Program.

Polk County Transit Positions

- Full Time Positions budgeted 71.5 Full Time Positions and .5 Part Time Positions.  
Added one position for The Marketing Program/Department.

Transit Disadvantage Program

- Full Time Positions budgeted 16.0 and no Part Time Positions



LAKELAND AREA MASS TRANSIT DISTRICT  
Fiscal Year Proposed Budget  
FY 2020-21  
August 12, 2020

Next Steps  
Public Hearings

- August 4, 2020  
Deadline for LAMTD to digitally certify the DR-420 via the e-TRIM website
- September 3, 2020 – 5:01pm  
First Public hearing at Lakeland City Hall
- September 17, 2020 – 5:01pm  
Second Public hearing at Lakeland City Hall
- October 1, 2020  
New Fiscal Year starts

LAKELAND AREA MASS TRANSIT DISTRICT

Fiscal Year Proposed Budget

FY 2020-21

August 12, 2020

# Questions- Discussions





LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #6a

Agenda Item:       **Lakeland Autobody Annexation**

Presenter:           Ben Darby, Esq.

Recommended  
Action:               Approve the annexation of additional lands to the district

Summary:            This annexation will add the Lakeland Autobody development  
project to the district.

Attachments:        Agreement

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #6b

Agenda Item:       **Executive Director Contract Renewal**

Presenter:           Ben Darby, Esq.

Recommended  
Action:               Approve the contract renewal for the current executive director

Summary:            This contract renewal outlines responsibilities and  
                          compensation for the executive director of LAMTD.

Attachments:        Contract

## EMPLOYMENT AGREEMENT

This Employment Agreement is made and entered into, effective as of August 29, 2020, by and between the Lakeland Area Mass Transit District, an independent special district, hereinafter referred to as the "District", and Thomas S. Phillips, hereinafter referred to as the "Employee". This Agreement supersedes all prior agreements and understandings (whether written or oral) between the District and Employee with respect to the subject matter hereof.

For and in consideration of the mutual covenants and agreements herein contained, and the monies to be paid hereunder, the District hereby employs Employee, and Employee hereby agrees to work for and continue to be employed by the District, upon the following terms and conditions:

1. Employee's Duties. Employee shall serve as Executive Director of the District. Employee agrees to perform the functions and duties of that office and to perform other legally permissible and proper duties and functions, as directed by the governing body of the District, hereinafter referred to as the "Board". Employee's job description is set forth on Exhibit "A" attached hereto.

2. Term. The term of the Employment Agreement shall begin on August 29, 2020, and shall terminate on August 28, 2021; provided, however, that the Employment Agreement shall be automatically renewed for up to four (4) additional one (1) year terms, commencing on August 29, 2021, August 29, 2022, and August 29, 2023, respectively, contingent upon successful performance evaluations by the Board at the end of the initial one (1) year term and any successive one (1) year renewal term.

3. Resignation. Notwithstanding any other provision in this Employment Agreement, Employee may resign his position with the District at any time after providing the Board with at least thirty (30) days written notice that he intends to resign. In such event, Employee will only be entitled to accrued salary and benefits up to the resignation date in the written notice.

4. Termination. Notwithstanding any other provision in this Employment Agreement, Employee's employment may be terminated at any time by the Board upon a unanimous vote by the Board finding, in its sole good faith discretion, that the Board has lost confidence in Employee's ability to carry out his duties. In such event, Employee will only be entitled to accrued salary and benefits up to the date of the vote.

5. Salary. Employee's salary for the first year of the initial one (1) year term is \$139,014.01. Employee's salary for the second year of the initial term and for any additional one (1) year term shall be set annually by the Board, based on performance evaluations by the Board. Employee's salary shall be paid bi-weekly, as other employees of the District are paid.

6. Health, Dental, and Vision Insurance. In addition to Employee's salary described in paragraph 5 above, the District shall pay the insurance premiums for Employee and his family for the health, dental, and vision insurance offered to other District employees from time to time. This shall include, without limitation, the payment of AFLAC insurance premiums for Employee and his family.

7. Other Employee Benefits. Employee shall be entitled to all of the benefits offered to other District employees from time to time in accordance with the District's policies and procedures.

8. Notices. Unless otherwise specified, notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid, return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of the time of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Any notices required to be given by the terms of this Agreement shall be delivered by hand or mailed, postage prepaid, to:

For District: Ben H. Darby, Jr.  
Darby Law Group, P.A.  
P.O. Box 2971  
Lakeland, Florida 33806-2971

For Employee: Thomas S. Phillips  
1718 W. Lake Parker Drive  
Lakeland, Florida 33805

9. Entire Agreement of Parties. This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by the Employee for the District and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed by the party to be bound thereby.

10. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force without being impaired or invalidated in any way.

11. Governing Law. This Agreement is made and shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Florida, without regard to such state's choice of law provisions that may dictate that the law of another jurisdiction shall prevail. Venue shall be Polk County, Florida, or the United States District Court in and for the Middle District of Florida, Tampa Division.

12. Assignment. Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Employee without the prior written consent of the District.

Executed at Lakeland, Florida on \_\_\_\_\_.

LAKELAND AREA MASS TRANSIT DISTRICT

\_\_\_\_\_  
Witness

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

EMPLOYEE

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Thomas S. Phillips

\_\_\_\_\_  
Witness

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #7

Agenda Item:           **Emergency Preparedness Discussion**

Presenter:             Tom Phillips, Executive Director

Recommended  
Action:                Approve Resolution 20-20 to allow LAMTD to enter into an  
                              agreement with FDOT.

Summary:             We were approached by the team at FDOT District 1 and asked if  
                              we could assist with stranded motorists stuck on the shoulder in  
                              emergency evacuations. This would not be an issue in the event we  
                              are already tied up in emergency operations ourselves.

Attachments:         FDOT Presentation  
                              Resolution 20-20

LAKELAND AREA MASS TRANSIT DISTRICT

RESOLUTION NO. 20-20

A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION, SUPPORTING DOCUMENTS AND ASSURANCES TO, AND THE EXECUTION OF AN AGREEMENT WITH, THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Lakeland Area Mass Transit District (the "District") has the authority to apply for and accept grant awards made by the Florida Department of Transportation (the "Department") as authorized by Chapter 341 of the Florida Statutes and the Federal Transit Administration Act of 1964, as amended; and

WHEREAS, the District has the authority under the laws cited above to enter into a contract with the Department pursuant to Executive Orders of the Governor of the State of Florida to provide emergency services,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE LAKELAND AREA MASS TRANSIT DISTRICT:

1. This Resolution applies to emergency services provided pursuant to Executive Orders of the Governor of the State of Florida.
2. The submission of grant applications, supporting documents, and assurances to the Department, pursuant to Executive Orders of the Governor of the State of Florida, is approved.
3. The District is authorized to enter into agreements with the Department for the provision of emergency services pursuant to Executive Orders of the Governor of the State of Florida.
4. The Executive Director of the District is authorized to execute grant applications, accept grant awards, and enter into, modify or terminate any grant award or contract entered into pursuant any grant award, until such authority is specifically rescinded.

SECTION 3. This resolution shall take effect August 12, 2020.

PASSED AND CERTIFIED AS TO PASSAGE this 12<sup>th</sup> day of August, A.D., 2020.

LAKELAND AREA MASS TRANSIT DISTRICT

BY: \_\_\_\_\_  
Chairman

ATTEST BY: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND CORRECTNESS: \_\_\_\_\_  
Attorney for District



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
AUG 12, 2020  
AGENDA ITEM #8

Agenda Item:           **Employee Engagement Survey Pandemic Related Question**

Presenter:             Steven Schaible, Executive Director

Recommended  
Action:                 None

Summary:             A summary of the responses given during the employee engagement survey but for the questions specifically related to the current pandemic.

Attachments:          Presentation

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUG 12, 2020  
AGENDA ITEM 9a

Agenda Item:      **Agency Updates**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         TBD

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUG 12, 2020  
AGENDA ITEM 11a

Agenda Item:      **July calendar**

Presenter:        Tom Phillips

Recommended  
Action:            Informational

Summary:         Review and summary of events taken place in July.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 28	29 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	30 <div>10:00am East County Maintenance Facility; Hollingsworth Board or Zoom; James Phillips</div>	Jul 1 <div>2:00pm Citrus Connection Transit Costs ; zoom (see details below) ; Brittany Overstreet</div>	2 <div>8:00am Repatha</div>	3 <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of every mont</div> <div>Independence Day; United States</div>	4
5	6 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Reopen Lakeland Taskforce; Zoom; Sarah Breed</div> <div>10:00am Fred Hawkins Open Air Tour; 1212 George Jenkins Blvd - 1212 George Jenkins Blv...</div> <div>11:00am Federal Grant Bus Purchase; https://us02web.zoom.us/j/89687649558?pwd=...</div> <div>1:00pm LAMTD Board Retreat Coordination; htt...</div> <div>3:00pm LAMTD Annual Presentation @ 6/15 Cit...</div>	7 <div>8:45am Gents - Warner</div> <div>7:00pm Lakeland NAACP- An Agenda for Change; James Phillips</div>	8 <div>9:00am East County Maintenance Facility Meeting Follow-up; https://us02web.zoom.us/j/83117123609?pwd=OFJOaXZaZllsOVdPb2JmaU5RSWILZz09; James Phillips</div>	9 <div>11:00am Lakeland Intermodal Center Meeting; https://us02web.zoom.us/j/86154685711?pwd=cHdnZ0VvZU81SmErbmtLWnEzRWJhQT09; James Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	10 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>9:00am CCTV w/ Dave</div> <div>9:30am 1-on-1 w/ Bill Knieriem; Tom Phillips</div> <div>11:00am 1-on-1 w/Jose Nieves</div>	11
12	13 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	14 <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>1:30pm Survey Recap; https://us02web.zoom.us/j/89355382241?pwd=ZVQyMUREbTVZZUY0akw4eDBrUjNyZz09; James Phillips</div>	15 <div>Tax Day; United States</div> <div>8:30am LAMTD Board Retreat; https://us02web.zoom.us/j/83576498725?pwd=V2MwS2JpQnFla0Ira1pTcS80VzhRUT09; James Phillips</div> <div>11:00am LAMTD Board Meeting; Zoom and 1212 George Jenkins; James Phillips</div>	16 <div>8:00am Repatha</div> <div>10:00am cvb</div> <div>11:00am 1-on-1 w/ El; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div> <div>2:30pm Intermodal Facility Follow-up meeting; https://us02web.zoom.us/j/89272898260?pwd=VGEzYi9wbjN2Vkk0OXJWNGdGQ1NDZz09; James Phillips</div>	17 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>9:30am Reopen Lakeland Taskforce; Zoom; Sarah Breed</div> <div>9:30am Canceled event: Reopen Lakeland Task Force Meeting @ Fri Jul 17, 2020 9:30am - 11am (EDT) (tphillips@ridecitrus.com); Virtual Platform TBD; gldtbme@gmail.com</div>	18
19	20 <div>9:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>9:30am Weekly Outbreak Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div> <div>1:00pm Meeting w/Shane Wingo; https://us02web.zoom.us/j/88189013563?pwd=dnhvTDhUdUhsTUp4V05sRjRDWDFCQT09; James Phillips</div>	21	22 <div>12:00pm New Hire Training Class Concern; https://us02web.zoom.us/j/89908760933?pwd=WUxHNUFPVU1sTFFPZEIxcFMxbDBsUT09; James Phillips</div>	23 <div>8:30am Gents - Warner</div> <div>11:00am D1 Triennial Review Monitoring --Citrus Connection ; Microsoft Teams Meeting; Smith, Kelly M</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	24 <div>Marcia Vacation ; VACATION ; Marcia Roberson</div> <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>8:30am Updated invitation: Infrastructure Team Meeting @ Monthly from 8:30am to 10am on the fourth Friday (EDT) (tphillips@ridecitrus.com); 3rd fl Community Room, BB&amp;T building, 600 N. Broadway Ave, Bartow; brenda@polkvision.com</div>	25
26	27 <div>9:30am Weekly Outbreak Call; https://us02web.zoom.us/j/81950698488?pwd=R3MxOU9QblhObUowUGZ0ekZVeWILUT09; James Phillips</div>	28 <div>10:00am DBE - LAMTD Contract 19-002 Discussion; https://us02web.zoom.us/j/87075608990?pwd=M21BTVJiN1pKdGVVQQ0FPWUllUGNuZz09; James Phillips</div>	29	30 <div>8:00am Repatha</div>	31 <div>8:00am 1-on-1 w/Marcia; Starbucks; 1590 N Broadway Ave, Bartow, FL 33830</div> <div>9:30am Reopen Lakeland Taskforce; Zoom; Sarah Breed</div> <div>12:00pm TS Isaiah Planning; https://us02web.zoom.us/j/81061831315?pwd=WEMOMjVKLzRocFUweTN3dGQvRlRpQT09; James Phillips</div>	Aug 1

LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUGUST 12, 2020  
AGENDA ITEM #10b

Agenda Item:       **Ridership Report**

Presenter:           Tom Phillips, ED

Recommended  
Action:               Information only

Summary:            Year to date ridership information for the entire system  
including LAMTD, Winter Haven, Rural and Demand  
Response through June 30, 2020

Attachments:        Ridership Report.

Citrus Connection and PCTS Fixed Route						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	125,714	108,078	113,220	117,763	109,219	-7%
November	111,028	106,998	104,149	104,192	89,803	-14%
December	122,018	111,197	95,520	95,813	91,147	-4%
January	101,190	103,647	93,227	106,080	96,288	-9%
February	111,486	108,068	100,300	100,900	93,231	-7%
March	117,618	116,794	99,916	101,697	76,736	-21%
April	110,754	103,274	95,993	106,578	8,492	-95%
May	105,362	108,224	95,476	104,034	13,687	-83%
June	106,252	102,092	93,781	93,028	16,855	-75%
July	100,929	98,193	92,042	103,793	0	0%
August	115,998	118,104	111,898	109,285	0	0%
September	109,705	89,794	98,550	100,468	0	0%
Totals	1,338,053	1,274,460	1,194,072	1,243,631	595,458	-36%

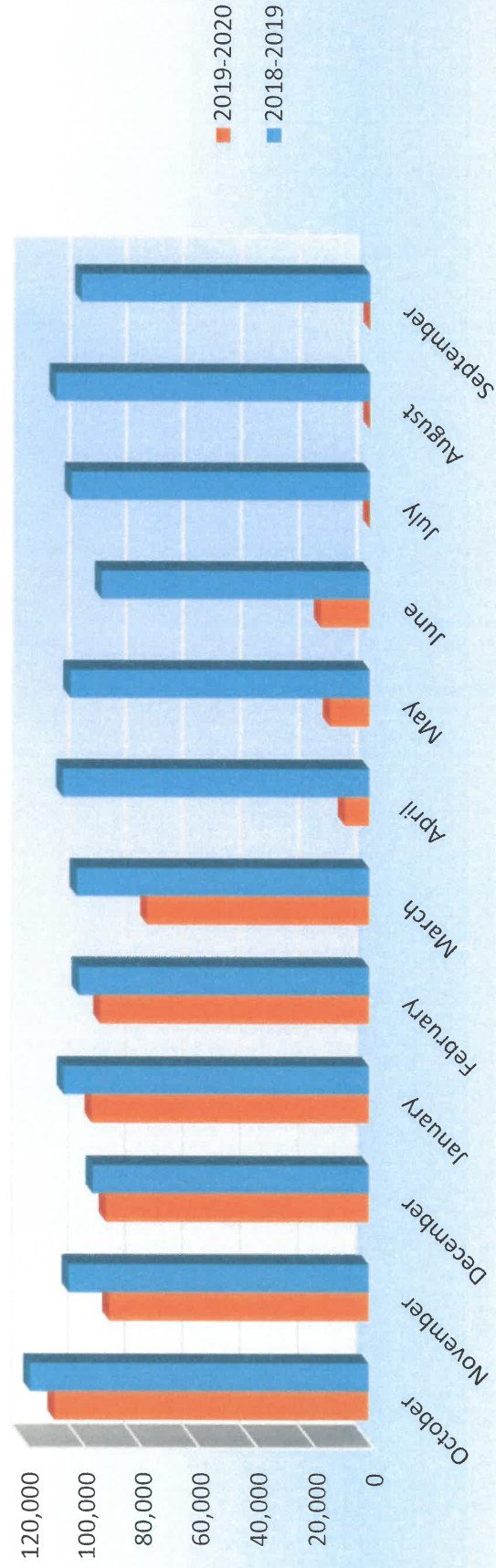
Citrus Connection and PCTS Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	7,846	7,071	8,654	9,820	9,745	-1%
November	6,690	7,002	7,940	8,495	8,246	-4%
December	7,330	7,014	7,660	8,032	8,177	2%
January	7,020	7,521	9,478	8,846	8,734	-1%
February	7,027	7,413	9,514	8,559	8,231	-4%
March	7,780	8,715	10,469	9,204	5,578	-42%
April	7,334	7,757	9,947	9,377	2,815	-85%
May	7,431	8,460	9,534	9,801	3,590	-73%
June	7,548	8,374	8,777	8,784	4,640	-49%
July	6,846	8,131	8,247	9,502	0	0%
August	8,166	9,533	9,642	9,455	0	0%
September	7,791	6,711	8,437	7,866	0	0%
Totals	88,809	93,702	108,299	107,741	59,756	-26%

Citrus Connection only Fixed Route Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	83,092	67,636	73,349	74,739	67,938	-9%
November	73,987	71,083	67,437	66,084	55,331	-15%
December	82,287	72,646	60,879	60,217	55,960	-6%
January	67,774	70,767	58,830	66,889	58,774	-11%
February	74,506	71,884	63,140	62,854	57,800	-7%
March	79,428	78,158	62,897	63,867	47,927	-20%
April	73,926	67,338	59,873	67,078	19,363	-71%
May	69,120	72,329	60,039	66,297	25,570	-56%
June	71,398	67,965	59,754	60,242	30,667	-44%
July	68,162	66,347	59,884	67,655	0	0%
August	76,847	79,427	71,375	70,546	0	0%
September	72,624	54,155	62,306	65,477	0	0%
Totals	893,149	839,734	759,763	791,945	419,330	-29%

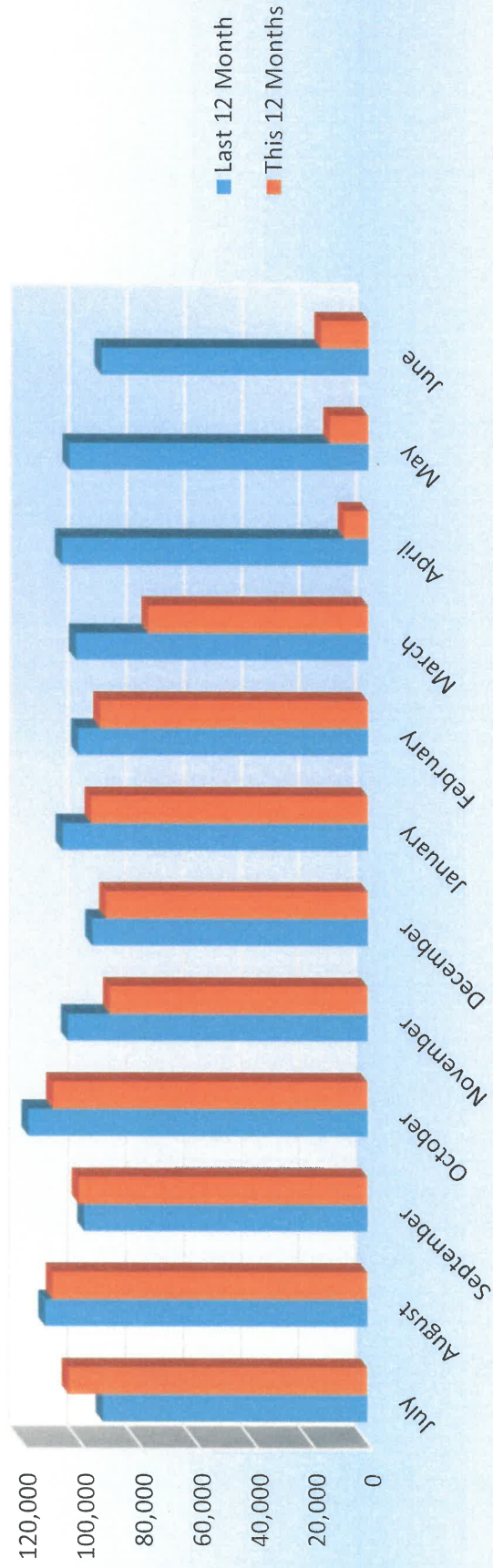
Citrus Connection only Para-Transit Totals						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Change
October	4,094	3,229	4,025	4,745	4,889	3%
November	3,437	3,252	3,734	3,963	3,980	1%
December	3,695	3,154	3,444	3,818	3,930	4%
January	3,512	3,507	4,055	4,252	4,277	1%
February	3,496	3,505	3,909	4,248	4,255	0%
March	3,897	4,040	4,217	4,513	2,392	-53%
April	3,651	3,694	3,935	4,630	1,111	-95%
May	3,589	4,060	3,848	4,916	1,431	-86%
June	3,660	3,880	3,627	4,352	2,041	-60%
July	3,269	3,681	3,437	4,612	0	0%
August	3,866	4,306	3,978	4,686	0	0%
September	3,747	6,039	3,396	3,414	0	0%
Totals	43,913	46,347	45,605	52,149	28,306	-28%



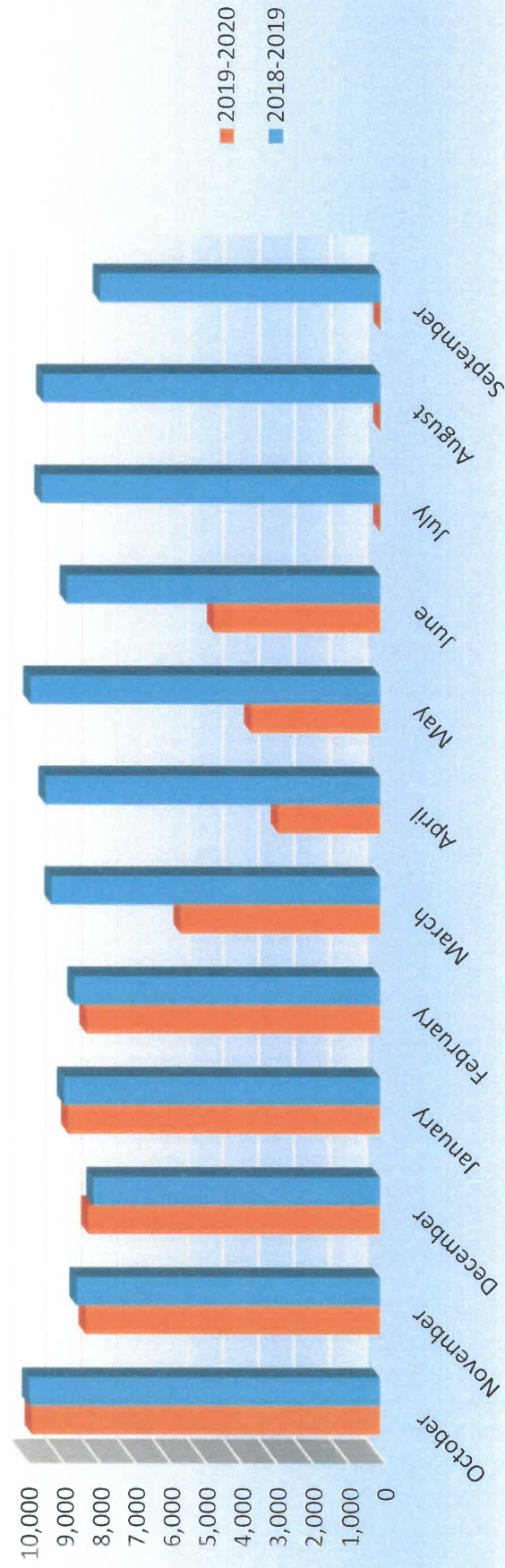
### Citrus Connection and PCTS Fixed Route Total Ridership



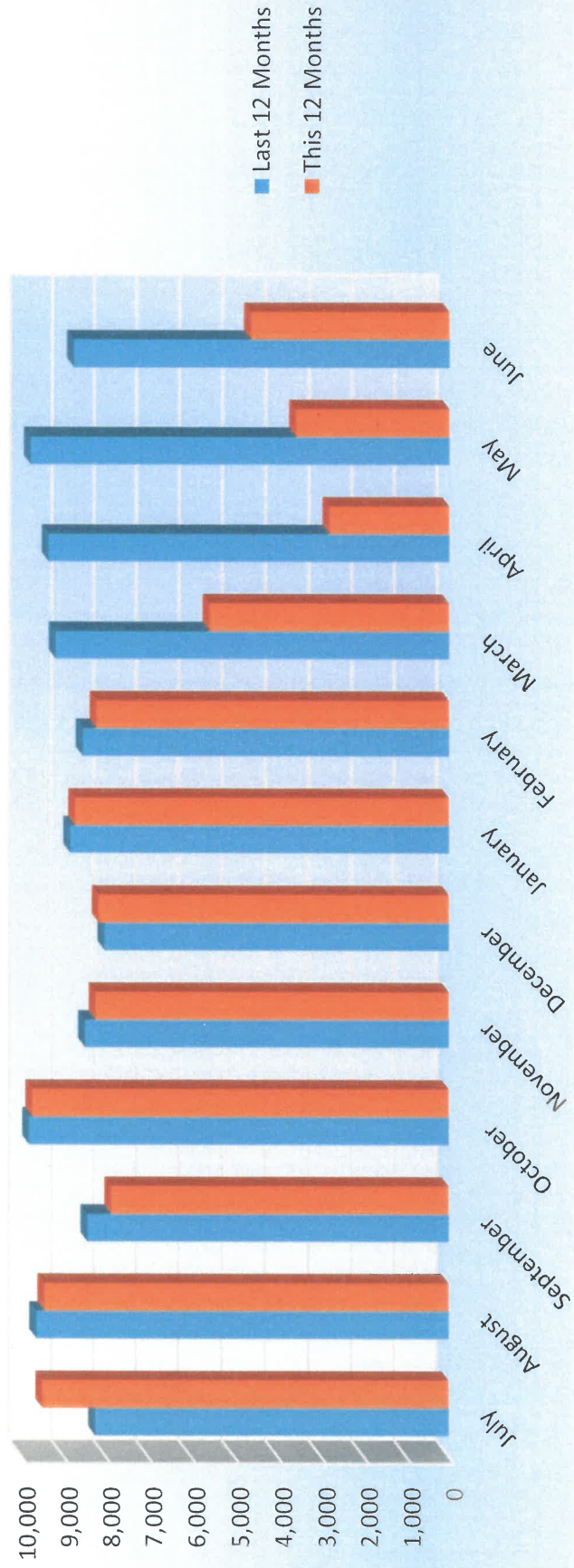
### Citrus Connection and PCTS Fixed Over 12 Months



# Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



LAKELAND AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS MEETING  
Date: AUG 12, 2020  
AGENDA ITEM#12

Agenda Item:      **Other Business**

Presenter:        TBD

Recommended  
Action:            TBD

Summary:         TBD