# LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING JULY 8, 2008

Directors:

City of Lakeland Commissioner Glenn Higgins (Chairman)
Polk County Commissioner Sam Johnson (Vice-Chairman)
City of Lakeland Commissioner Jim Verplanck (Secretary)
Polk County Commissioner Bob English
City of Lakeland Commissioner Gow Fields

**Executive Director: Danny Ours** 

Attorney: Ben Darby

Chairman Glenn Higgins called the July 8, 2008, Lakeland Area Mass Transit District Board of Directors meeting to order at 8:31 a.m.

*Roll Call.* Commissioner English, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called. Commissioner Fields was absent.

Correspondence - None at this time.

Agenda Item #1 – Approval of Minutes

Commissioner Verplanck moved for approval of the Minutes of the Lakeland Area Mass Transit District Board of Directors Meeting on June 10, 2008. Commissioner English seconded the motion. There was no further discussion. The motion passed without dissent.

Agenda Item #2 – Public Comments (Not Related to Public Hearing)

No one addressed the Board at this time.

Agenda Item #3 – Finance

Financial Statement

Chief Financial Officer Sheila Thompson presented the May 2008 Statement of Revenues and Expenses for review. Ms. Thompson reviewed fuel costs this year, \$3.99 per gallon, to last year's cost, \$2.26 per gallon.

## **Authorized Bank Signers**

Ms. Thompson requested Board approval to add Mr. Jack Beck, Finance Department, to the District's Bank accounts as an authorized signer.

Commissioner Verplanck moved for approval of adding Mr. Jack Beck, Finance Department, to the District's Bank accounts as an authorized signer. Commissioner English seconded the motion. The motion passed without dissent.

Agenda Item #4 – Proposed Millage Rate

Ms. Thompson requested Board approval of a proposed Millage Rate of .5000 for FY 08-09. The maximum Millage Rate is .5000 and would allow the Board the option to lower the proposed rate but the rate cannot be raised once approved. The District's current rate is .4880, and the rolled back rate is .5421.

Commissioner Verplanck moved to approve the proposed aggregate millage rate of .5000. Commissioner English seconded the motion. The motion passed without dissent.

Agenda Item #5 – Set Public Hearings for Millage Rate and Budget

Ms. Thompson recommended the Board approve the first public hearing for the FY '09 Budget and Millage Rate be held at 5:05 p.m. on Tuesday, September 2, 2008, and the second public hearing at 5:05 p.m. on Monday, September 15, 2008, and, the Board of Directors meeting be held at 4:00 p.m. preceding the Public Hearing. The Public Hearings and Board of Director meeting will be held at the Lakeland City Hall in the City Commission Conference Room.

Commissioner Verplanck moved for approval of the FY '09 Budget and Millage Rate public hearings to be held on Tuesday, September 2, 2008, and September 15, 2008, at 5:05p.m. at the Lakeland City Hall City Commission Conference Room with the Board of Directors meeting to start at 4:00 p.m. on Monday the 15<sup>th</sup>. Commissioner Johnson seconded the motion. The motion passed without dissent.

Chairman Higgins recessed the LAMTD Board of Directors meeting at 8:37 a.m. to convene the LAMTD Public Hearing on proposed route changes.

Chairman Higgins reconvened the Board of Directors Meeting at 9:14a.m.

Agenda Item #6 – Salary Schedule Changes

Human Resources/ Risk Manager Debbie Porte presented the Board with proposed changes to the Salary Schedule for approval. Changes include the addition of one Customer

Service Representative to cover the increased call volume, additional responsibilities, and longer phone hours; converting two part-time Service Island positions to one Full-time Facilities Technician I to assist on the growing needs of bus stop maintenance; and changing the Executive Directors minimum and maximum salary levels to 'Determined by BOD'. A brief discussion followed.

Commissioner Verplanck moved for approval of the modified Salary Schedule to include one additional Customer Service Representative, converting two part-time Service Island positions to one full-time Facilities Technician I; and modifying the Executive Director's salary levels to reflect 'Determined by BOD'. Commissioner English seconded the motion. The motion passed without dissent.

Agenda Item #7 – Contracts/Leases/Interlocal Agreements

Harden Blvd CRA Interlocal Agreement

Mr. Ben Darby briefed the Board on the current status of the Harden Blvd CRA Interlocal Agreement. Mr. Darby stated that he is coordinating wording changes regarding LAMTD's service requirements to reflect the District's obligation to service the area and have the option to cease service when all monies budgeted for transit services from the CRA was expended. The final agreement should be ready for approval at the August Board meeting. A brief discussion followed.

## M/W/DBE Update

Purchasing/Contracts Manager Adam Goldman briefed the Board on the District's Minority, Woman, and Disadvantaged Business Enterprise purchasing efforts and estimated future purchasing efforts as required by the Federal Transit Administration. One future purchasing effort to assist in achieving the District's DBE goal will be the contractor used to deliver the fabricated shelters. A brief discussion followed.

# Agenda Item #8 - TMCC Overview

Mr. Ours introduced Ms. Gwen Johnson of Polk County Transit Services to present a briefing on the FTA's Model Orlando Regionally Efficient Travel Management Coordination Center (MORE TMCC) project in which the District and Polk County Transit Services are planning partners with LYNX. Ms. Johnson briefed the Board on the areas that are included in the project, the phases of the project, groups affected by the project, how the project will work, and the advantages to Polk County and surrounding areas if the project is approved. Phase One has already been approved by the FTA which allowed our project to move forward to Phase Two.

## Agenda Item #9 – Contingency Fleet Plan Revision

Mr. Ours briefed the Board on the proposed Contingency Fleet Plan. Mr. Ours stated that during a recent trip to Atlanta to a FTA Conference the Staff discovered that contingency buses could be used for training purposes. The Contingency Fleet is programmed to consist of twelve buses, six buses are currently in the fleet including the two designated for training, and six will become part of the fleet when the District is able to purchase new buses.

Commissioner Verplanck moved to approve the updated Contingency Fleet Plan. Commissioner English seconded the motion. The motion passed without dissent.

Agenda Item #10 – Reports

Attorney's Report

Mr. Darby briefed the Board on the recent addition of land into the District. The City of Lakeland approved the Ordinances in June and the land will be added to the District's 2008 tax roll.

Mr. Darby stated that abatement work on the CSX building had begun and that the asbestos abatement should be completed by the end of the day. Demolition should be started within the next two weeks depending on progress of discussions with the construction company. Mr. Darby reiterated that the District's cost for the demolition will be approximately \$35,000.

## **FDOT Report**

Ms. Jan Parham, FDOT Representative, clarified statements made during the Public Hearing concerning the route changes. Ms. Parham stated that due to the funding transit agencies receive under the Block Grant, it is a requirement of the agencies to inform the department of any route changes, specifically the South Florida Corridor. Any changes made to the South Florida Corridor must be approved by the FDOT. Ms. Parham also stated that it is a requirement of the Transportation Development Plan (TDP) to outline all outreach programs.

Mr. Ours stated that the District was adding service to South Florida Avenue and that Ms. Parham had been informed of the changes in May and at the last Board meeting. Mr. Ours indicated he was not accustom to and/or aware that the District had a requirement to formally provide FDOT a separate correspondence related to all changes but would do so in the future.

## Polk Transit Authority Update

Mr. Ours stated that he was meeting, on July 24, with Mr. Mike Herr, County Manager, regarding PTA Status and requesting funds be put in the County's Budget for expenses related

to PTA technical studies and public communications programs. Mr. Ours stated that the next PTA Board meeting would be on August 27 in Bartow at the City Commission Chambers.

Commissioner Higgins inquired about the status of the Terminal Pass Sale Vending Machines. Mr. Ours stated that due to staffing changes the program had been delayed. However, Ms. Wolosin was getting everything prepared for opening the machines. Commissioner Johnson stated that the Board's expectation is that it will be operational by the next Board meeting.

Executive Director's System Performance and Activities Report

Mr. Ours stated that the first day of the District's Park-n-Ride with express service to Bartow Government Centers had started on July 7, 2008. It was off to a slow start, but the District will reevaluate the feasibility of the route over the next three months.

Mr. Ours reviewed the performance indicators for the month of June. He briefed the Board on Over-time; Accidents; Road Calls; Preventative Maintenance; and Ridership, which increased in both month to month and year to year comparisons (In June of '07 we had 121,681 rides and in June of '08 we had 137,576 rides, that is a 13% increase.).

Mr. Ours stated that the District was holding a public hearing in August to receive public feedback for a proposed rate increase of 15% or 25%. The Staff may bring the rate increase to the Board based on public workshop responses. Mr. Ours followed up on a question posed at the last Board meeting in regards to the Shelter in Highland City, the cost of that shelter was reported by FDOT to be approximately \$40,000. Mr. Ours presented the news article packet to the Board.

Agenda Item #11 – Other Business

There was no further business brought before the Board.

Chairman Higgins adjourned the meeting at 10:28 a.m.

# LAKELAND AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS PUBLIC HEARING JULY 8, 2008

Directors:

City of Lakeland Commissioner Glenn Higgins (Chairman)
Polk County Commissioner Sam Johnson (Vice-Chairman)
City of Lakeland Commissioner Jim Verplanck (Secretary)
Polk County Commissioner Bob English
City of Lakeland Commissioner Gow Fields

**Executive Director: Danny Ours** 

Attorney: Ben Darby

Chairman Glenn Higgins called the July 8, 2008, Lakeland Area Mass Transit District Board of Directors Public Hearing to order at 8:37 a.m.

*Roll Call.* Commissioner English, Higgins, Johnson, and Verplanck were present at the time of the Roll Call. Quorum was called. Commissioner Fields was absent.

Agenda Item #1 – Proposed Service Changes

Transportation Coordinator Kelly Graham briefed the Board of the results of the District's public workshops. The workshops were held on Thursday, June 12, 2008 at 7:30 a.m. to 10:30 a.m. and 1:30 p.m. to 3:30 p.m. at the downtown terminal. Over 100 customers participated, with 27 surveys filled out. Only four of those expressed concerns. Those concerns were for Route 57 – Kidron/Flightline and Route 21 – Edgewood. Additionally Customer Service received two calls expressing concerns for Route 57 – Kidron/Flightline.

Operations Supervisor Bill Knieriem briefed the Board on the proposed route changes the District is seeking approval for. The proposed route changes are based on route productivity, on-time performance, and costs associated with the route. The route changes are as follows:

Route 11 - East Main/Combee Road

The changes for the route involve condensing the route. Instead of having the bus run down North Crystal Lake to Longfellow Boulevard the back to Main Street on the inbound trip, the bus would stay on East Main Street after turning off Combee Road. This would increase ontime performance and the portion being eliminated is covered by the new Route 14 – Eastside.

Route 14 – Eastside (new)

The new route will be run every 30 minutes and will cover portions that are being eliminated from Route 11 – East Main/Combee Road and Route 20 – Grove Park/Crystal Lake.

This route was set up to enhance the Route 11 – East Main/Combee Road and Route 20 – Grove Park/Crystal Lake to assist with on-time performance.

# Route 21 – Edgewood

Instead of this route turning on to Main Street and turning right onto Lake Parker and then right onto US 98 South Bartow Road, the route will continue on US 98 South – Bartow Road to the PCC/USF Campus. The portion being eliminated is also served by Route 10 – Shuttle, Route 12 – Connecter, and 22XL – Bartow Express.

#### Route 31 – South Florida Avenue

This route has a daily struggle to maintain its schedule due to increasing traffic and length of the route. The route rarely runs on-time. With this in mind, the District is enhancing the route by creating a transfer point at Lake Miriam Square Shopping Center. This route will then return to the terminal. The route will connect to a new Route 33 – South Florida Avenue/Carter Road, which will continue to the Wal-Mart Super Center at Carter Road. An additional transfer point at the Wal-Mart at Imperial Boulevard will be added to connect with Route 53 – Lakeside Village. Also instead of turning down Lime Street from South Florida Ave to circle around in order to enter the terminal at Missouri Avenue, the route will continue up South Florida Avenue to Bay Street to enter the terminal at Missouri Avenue.

#### Route 32 – Medulla Loop

Due to poor ridership and lengthy route, the route is being consolidated. The route will no longer go all the way to Lakeside Village after leaving the Wal-Mart Super Center at Carter Road. After leaving the Carter Road Wal-Mart the bus will travel its usual route until it reaches West Pipkin Road. At that point the bus will continue to South Florida Avenue. It will then return to the Carter Road Wal-Mart. This will reduce the route to 30 minutes instead of one hour and will be run every 90 minutes instead of two hours.

#### Route 37 – South

Due to poor ridership, service on this route will no longer go to Christina Plaza. The service will start and stop at the Carter Road Wal-Mart. With the changes made to Route 32 – Medulla Loop, it allows the Route 37 – South to change from 2 hour headways to 90 minute headways.

## Route 50 – Kathleen/Providence

The District is enhancing this route by extending its Monday through Friday service hours. The last run from the terminal will now be at 6:45 p.m. instead of 5:45 p.m. No changes were made to the Saturday schedule.

## Route 51 – North 98/Duff Road

This route enhancement consists of the route not turning on Memorial Boulevard to Martin Luther King, Jr. Avenue to 10<sup>th</sup> Street to US 98 North on the outbound trip and turning onto Tucker Road to Martin Luther King, Jr. Avenue to Memorial Boulevard on the inbound trip. Instead the route will continue on US 98 North Through this section. The area being deleted is covered by Route 50 – Kathleen/Providence and Route 56 – Kathleen/Mall Hill Road. This will not only assist on-time performance but will also serve previously underserved areas on US 98 North between Memorial Boulevard and Tucker Road.

## Route 56 – Kathleen/Mall Hill Road

To reduce service overlap and assist with on-time performance the route will no longer travel from Martin Luther King, Jr. Avenue to Pear Street to North Lincoln Avenue to North 5<sup>th</sup> Street to Webster Avenue to West 14<sup>th</sup> Street to Kathleen. Instead it will continue up Martin Luther King, Jr. Avenue to West 10<sup>th</sup> Street to Kathleen Road. The area being cut is being served by the Route 50 – Kathleen/Providence.

#### Route 40 – Ariana/Beacon

Due to increased congestion, on-time performance has suffered on this route. Surveys conducted during the past six months indicated low ridership on the portion of the route involving West Beacon Road, west of South Lincoln Avenue to Harden Boulevard to Ariana returning to Lincoln Avenue. This area is also served by Route 53 – Lakeside Village and Route 57 – Kidron/Flightline on Harden Boulevard and Route 53 – Lakeside Village on West Beacon Road. This route will instead stay on South Lincoln Avenue on the inbound trip. Also instead of the route going from South Florida Avenue to Lime Street to Sikes Boulevard to Pine Street to get to the terminal, it will stay on South Florida Avenue to Bay Street to enter the terminal.

## Route 53 – Lakeside Village

There is only a minor route enhancement. This enhancement involves the route entering the Wal-Mart at Imperial Boulevard, which has a new transfer point. This will also include an additional time point.

## Route 57 – Kidron/Flightline

Due to lack of ridership the route will only run Monday through Friday from 6:15 a.m. to 9:05 a.m. and 3:15 p.m. to 6:05 p.m. and on Saturday from 8:15 a.m. to 11:05 a.m. and 3:15 p.m. to 5:05 p.m.

When the new VA clinic opens on South Frontage Road, the Route 53 – Lakeside Village will be extended to cover that area. The route will go down Harden Blvd to South Frontage

Road to Waring Road to North Frontage Road on the inbound trip. During peak hours the VA clinic would have 30 minute service and 60 minute service during off peak hours.

Mr. Ours then briefed the Board on the financial impact of the proposed route changes over the next four fiscal years, until FY 10-11. A brief discussion followed. Mr. Ours recommended the Board approve all route changes proposed by Staff to include using the Route 57 – Kidron/Flightline off-peak service reduction savings to pay the additional cost for splitting the Route 31 – South Florida Avenue into two routes and making all of these changes effective as early as August 4, 2008, except for the new Route 14 – Eastside which is designed to relieve loading and on-time performance on Route 11 – East Main/Combee Road and Route 20 – Crystal Lake/Grove Park which is deferred until staff presents the FY 08-09 Budget for Board consideration and funding approval is given for the over \$273,000 annually required to implement the new Route 14 – Eastside.

## Agenda Item #2 – Public Comments

Chairman Higgins opened the floor to public comments on the proposed route changes. Mr. P.D. Sterling addressed the Board at this time. Mr. Sterling commented that he had previously voiced his concerns related to the proposed changes to the Route 40 – Ariana/Beacon; however those comments somehow were not recorded. He expressed concerns about the public workshop process not being more formal, requiring individuals to sign-in and minutes being taken. Mr. Sterling expressed gratitude of the changes being made to Route 31 – South Florida Avenue. Mr. Sterling stated, in regards to Route 40 – Ariana/Beacon, he did not welcome the proposed changes. He stated that he had recently seen Citrus Connection employees riding buses doing ridership counts. His opinion is that ridership done in the summer will be much lower than if it was done during the winter when the 'snowbirds' are down. Also, he raised concerns about elderly and disabled passengers having to cross the busy roads if they rode the Route 53 – Lakeside Village bus. He then expressed concerns about the Route 57 – Kidron/Flightline. He suggested cancelling the service to the area instead of the limited service the District was proposing.

Following Mr. Sterling's presentation, Commissioner English asked for the Route 40 slide to be projected for discussion. Mr. Ours and Mr. Knieriem addressed the issues brought before the Board by Mr. Sterling. Mr. Knieriem stated the survey results for the area being eliminated on the Route 40 was approximately 88 rides per week, 352 rides per month, which is 8% of the routes ridership. Passengers are required to cross the roads regardless of which route they are taking and Route 40 and Route 53 share the same frequency. Mr. Ours distributed ridership comparison worksheets to the Board. The worksheets compare June 2007, May 2008, to June 2008, and include route frequency, passengers per hour, passengers per mile, mile per run, total monthly miles, and combined revenue hours. Mr. Ours reviewed the data for the Board. Mr. Ours addressed the validity of the recent survey results. Mr. Ours stated that during December 2007 passengers per hour were 13.58, while during June 2008 it was 15.90.

Mr. Ours expressed his gratitude for Mr. Sterling's participation and comments. However, he recommended we move forward with the proposed changes for the benefit of the entire system and its passengers. A brief discussion followed.

Chairman Higgins inquired if Ms. Jan Parham, FDOT District One, would like to comment on anything. Ms. Parham inquired as the whether or not FDOT had been notified of the changes. Ms. Parham stated that the FDOT has had concerns with how transit agencies conduct public hearings and outreach. She stated that they were encouraging agencies to go out into other areas, where riders live and/or work, presenting a better opportunity for riders to attend, instead of holding them at city halls, libraries, and community centers. She also expressed FDOT ideas on how and when ridership surveys should be conducted.

Commissioner Verplanck asked if FDOT cared about on-time performance. Ms. Parham answered yes. Commissioner Verplanck asked where the public workshops were held. Mr. Ours stated that the workshops were held at the downtown terminal. He stated that, in the past, the workshops had been held elsewhere with little to no attendance. This workshop had contact with about 100 passengers. A brief discussion followed

Chairman Higgins closed the floor to public comments.

Agenda Item #3 – Staff Recommendation

Commissioner Verplanck moved to approve staff recommendation of the proposed route changes: the Board approve all route changes proposed by Staff to include using the Route 57 – Kidron/Flightline off-peak service reduction savings to pay the additional cost for splitting the Route 31 – South Florida Avenue into two routes and making all of these changes effective as early as August 4, 2008, except for the new Route 14 – Eastside which is designed t relieve loading and on-time performance on Route 11 – East Main/Combee Road and Route 20 – Crystal Lake/Grove Park which is deferred until staff presents the FY 08-09 Budget for Board consideration and funding approval is given for the over \$273,000 annually required to implement the new Route 14 – Eastside. Commissioner Johnson seconded the motion. The motion passed without dissent.

There was no further business brought before the Board.

Chairman Higgins adjourned the public hearing at 9:14 a.m.