

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room, 1212 George Jenkins Blvd.
Wednesday, August 14th, 2019, at 8:30 a.m.

Call to Order	<u>Action Required</u>
1. Approval of the July 10, 2019 LAMTD Board Meeting Minutes	Approval
2. Public Comments	None
3. Finance / David Persaud, Chief Financial Officer	
a. FY 2019-20 Budget Proposal	None
b. LAMTD Financials	None
c. PCTS Financials	None
d. TD Financials	None
e. RFP Transit Service Provider for North East Polk County	Approval
f. FDOT Service Development Public Transportation Grant	Approval
g. Information Report on F.S 281.415 on Local Govt Investment Policies	None
4. Executive Director Report / Tom Phillips	
a. Agency Update(s)	None
b. Pension Liability Update	None
c. Fort Mead Public Workshops and Hearing	Approval
5. Legal	
a. Polk State College UAP Renewal	Approval
6. Purchase of Additional ARBOC Buses 26 Foot -17 Passenger	Approval
7. Close Public Comments for Polk TDP and Accept Report	Approval
8. Executive <u>Informational</u> Summary / Tom Phillips	
a. July Calendar	None
b. Ridership and UAP Update	None
9. Other Business	TBD
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
SPECIAL MEETING
AUG 14, 2019
AGENDA ITEM #1

Agenda Item: Approval of the July 10, 2019 LAMTD Meeting Minutes

Presenter: James Phillips

Recommended
Action: Board approval of the July 10, 2019 LAMTD Meeting
Minutes

Attachments: July 10, 2019 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, July 10th, 2019 at 8:30 a.m.

Directors:

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

Executive Director: Tom Phillips
Executive Assistant: James Phillips

Call to Order

8:30 a.m. By Commissioner Walker

Agenda Item #1 – Public Comments for Polk TDP

Agenda Item #2 – Approval of the Minutes

Approval request for the approval of the June 20, 2019 LAMTD Board meeting minutes.

“Approval of the June 20, 2019 LAMTD Board meeting minutes”
1st Bill Mutz/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

Agenda Item #3 – Public Comments

Michael Mele- Hopes for Saturday service to return, extension to Route 1, new Yellow Line prints poorly on black and white printers, questions use of future buses.

John Burton, Executive Director at Achievement Academy – Came to thank Tom Phillips and staff for their support and guidance following the decision of the Polk County School Board and the subsequent extension of service for charter school for one year.

Agenda Item #4 – GEM Award

Certificate presentation of paratransit driver Pedro Gonzalez. Reception to follow the meeting.

Agenda Item #5 – Finance

a. LAMTD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Operating Budget. Budget to Actual
For the Year-to-date May 31, 2019
FY 2018-2019

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, July 10th, 2019 at 8:30 a.m.

Year to Date May 31, 2019

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	67%	\$7,167,320	\$7,350,100	103%	\$10.8 Million
Expenses YTD	67%	\$7,167,320	\$5,915,080	83%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through May 31, 2019 totaled \$7.4 million or 103% of the YTD budget.

- Farebox revenues reflect \$417,500 or 93% of YTD budgeted revenues through May 31, 2019.
- Contract revenues totaled \$121,180 or 89% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,600 for RAMCO. RAMCO payment of \$93,600 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.615 million or 99% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, 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 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$145,700 over 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 \$949,000.
- 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 267,000.
- Advertising income reflects \$104,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$99,600 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.

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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 31, 2019
FY 2018-2019

EXPENSES:

The total expenses year-to-date through May 31, 2019 totaled \$5.9 million or 83% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of May 31, 2019, these expenses totaled \$4.2 million or 11% under budget of \$4.6 million.
- Professional and Technical Services expenses totaled \$215,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$68,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$397,000 YTD, in line with budget; due to fuel cost being under budgeted.
- Materials and supplies totaled \$364,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget, a favorable variance.
- 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.

Other remaining expenses are under the YTD budget through May 31, 2019

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through May 31st the financials reflect are favorable actual variance of \$1.4 million with 67% of the fiscal year.

STATISTICAL TRENDS LAST FIVE YEARS AUDITED FINANCIAL STATEMENTS

	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
* 1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008

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4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

* Total 13.00%, LAMTD 13.40%, PCTS 4.70%

b. PCTS Financials

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of May 31, 2019
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$4.5 million or 99% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$943,000.
- Fare Revenues totaled \$91,390 or 91% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$414,000 and over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.92 million.
- The FDOT Grants drawdown totaled \$1.1 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.3 million or 95% of the year-to-date budget.
- Salaries and wages totaled \$2.4 million or 92% of the YTD Budget
- Operating expenses totaled \$1.2 million or 94% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$531,000 or 134% of the year to date budget.
- Capital Expenses totaled \$94,200 for the Avail Bus Technology System.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Citrus Connection, Hollingsworth Meeting Room 1212
George Jenkins Blvd., Lakeland, Fl. 33815
Wednesday, July 10th, 2019 at 8:30 a.m.

Lakeland Area Mass Transit District				
Financial Statement				
Polk County Contract				
Month of May 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 1,307,133	\$ 1,633,919	125%
Other Contract Revenue - County	\$ 191,600	\$ 127,733	\$ 77,837	61%
City Contribution	\$ 393,040	\$ 262,027	\$ 413,979	158%
County Contribution - PCTS	\$ 76,378	\$ 50,919	\$ 65,315	128%
Fares	\$ 150,000	\$ 100,000	\$ 91,390	91%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 383,733	\$ 485,864	127%
RURAL AQR07	\$ 913,000	\$ 608,667	\$ 549,827	90%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 1,508,051	\$ 943,448	63%
Capital Contributions - County	\$ 257,626	\$ 171,751	\$ 214,689	125%
Total	\$ 6,780,020	\$ 4,520,013	\$ 4,476,268	99%
Expenses				
	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 2,649,109	\$ 2,447,936	92%
Contract	\$ 594,000	\$ 396,000	\$ 531,184	134%
Operating	\$ 1,954,730	\$ 1,303,153	\$ 1,222,460	94%
Capital	\$ 257,626	\$ 171,751	\$ 94,174	55%
Total	\$ 6,780,020	\$ 4,520,014	\$ 4,295,754	93%

c. TD Financials

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of May 31, 2019
Year to Date Report
Percent of FY Reported (67%)

Revenues

- The revenues totaled \$1.1 million or 84% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$943,000 or 79% of the grants.
- Contract Revenues and other revenues totaled \$53,000.
- The County funding for the match totaled \$116,000 or 88%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.14 million or 86% of the year-to-date budget.
- Salaries and wages totaled \$783,000 or 100% of the YTD Budget.

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- Operating expenses totaled \$263,000 or 64% of the YTD Budget.
- Support Services for Operations totaled \$91,000 or 71% of the YTD Budget.

Lakeland Area Mass Transit District				
Transportation Disadvantage Program				
Period Ending - May, 2019				
Revenue				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 132,458	\$ 116,161	88%
Contract Revenue	\$ 205	\$ 103	\$ 4,072	
Adult Day Care			\$ 53,084	
FDOT Grants:				
CTD Grant -Operating	\$ 1,300,175	\$ 1,191,827	\$ 942,560	79%
Total	\$ 1,444,880	\$ 1,324,388	\$ 1,115,876	84%
Expenditure				
	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 855,751	\$ 784,438	\$ 782,561	100%
		\$ -		
Support Services	\$ 139,692	\$ 128,051	\$ 91,482	71%
		\$ -		
Operating	\$ 449,437	\$ 411,984	\$ 262,882	64%
Total	\$ 1,444,880	\$ 1,324,473	\$ 1,136,925	86%

d. Ultra Low Sulfur Diesel Fuel (Bulk Fuel) and Regular Unleaded 87 Octane Gasoline

On May 16, 2019 the District entered into a consortium purchase with Pinellas Suncoast Transit Authority (PSTA), City of St. Petersburg (COSP), Hillsborough Transit Authority (HART), Hillsborough County Board of County Commissioners (HCOCC), and the Polk County Board of County Commissioners (PCBOCC) for the purchase of No. 2 Ultra Low Sulfur Diesel Fuel and Regular Unleaded 87 Octane Gasoline. An Invitation for Bid (IFB), #36203, was issued by HART, legally advertised and publicly posted on their website.

Twenty-six (26) firms received notification of the posting, with seven (7) timely offers received.

- Of the bids submitted for diesel fuel with transport truck deliveries (7,500 gallons) the firm of Mansfield Oil Company has been found to be a responsive responsible firm offering the best price at a rate of \$0.0007 per gallon, over the OPIS (Oil Price Index Service) rack average. This price is \$0.0047 over that previously paid under the HART Fuel Consortium.
- Of the bids submitted for unleaded fuel with tank wagon deliveries (500 up to 4,000 gallons) the firm of Palmdale Oil Company has been found to be a responsive responsible firm offering the best price at a rate of \$0.1075 per gallon, over the OPIS (Oil Price Index Service) rack average. This price is \$0.0100 over that previously paid under the HART Fuel Consortium.

“Approve the award of Contract #19-015 for Ultra Low Sulfur Diesel Fuel and Regular Unleaded Fuel to Mansfield Oil Company and Palmdale Oil Company, each for a one (1) year base term and four (4) one-year option terms.”

1st Bill Mutz/ 2nd 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, July 10th, 2019 at 8:30 a.m.

e. REROUTE 2020 PRINTING AND SIGN MANUFACTURING

On July 03, 2019, the District issued a Request for Information (RFI) # 19-018, for qualified firms interested in providing printing and sign manufacturing services. The information requested was to determine timelines and to validate the availability of vendors and the type of service they can provide.

An Independent Cost Estimate (ICE) was conducted to determine the best course of action for the impending procurement. The analysis revealed the cost to be roughly \$55,000 for the services requested under the Reroute 2020 project.

The impending solicitation will be provided to the District's registered vendors and state certified Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE). Over 30 firms will receive notification of the posting, of which 11% are DBE firms found through the Florida Department of Transportation's DBE Directory/website.

Offers shall be evaluated on technical qualifications and price. A responsiveness and responsibility review, for the selected firm, will be conducted to ensure the firm meets the requirements as outlined in the solicitation prior to posting the District's Notice of Intent to Award.

The award(s) would be to the best value, responsive, responsible bidder(s) for a Not to Exceed amount of \$55,000.

Whereas the District needs to expedite the Request for Quote and seeks to award by the end of the month, we ask that we be allowed to advise the Board of Directors of the resulting award during the next board meeting.

"Pre-approve the estimated spend of \$55,000 for printing and sign manufacturing necessary for the Reroute 2020 project."

1st Bill Mutz/ 2nd Sara McCarley

MOTION CARRIED UNANIMOUSLY

f. Approve the letter for conveyance of Radio Shop equipment inventory to Lakeland Area Mass Transit

The County contracts with Lakeland Area Mass Transit to provide all county wide Transit services. The Radio Shop is now requesting that any radios assigned for use by LAMTD be transferred to them.

The remaining federal share of any of the radios purchased with grant funds is calculated to be \$18,600.40. In order to complete the transfer a letter of conveyance of the inventory to LAMTD is required.

"Approve the conveyance of remaining equipment inventory to LAMTD and the signature of the letter to Polk County."

1st George Lindsey/ 2nd John Hall

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, July 10th, 2019 at 8:30 a.m.

**g. Proposed FY 2019-20 Millage Rate / Certificate of Taxable Value and Set Public Hearings for FY 2019-20
Millage Rate and Budget**

Millage:

FY 2019-20 Proposed Millage rate .5000

FY 2019-20 Current Year Aggregate .4829
Rolled-Back-Rate

Current year proposed rate as a percent 3.54%
Change of Rolled-Back-Rate

The DR-420, Certification of Taxable Value, is due to the Property Appraiser by Friday, August 2, 2019. 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 .4829.

Public Hearings:

First Public Hearing for FY 2019-20 Millage Rate and FY 2019-20 Budget: Wednesday, September 4, 2019, at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

Second Public Hearing (Final) FY 2019-20 Millage Rate and FY 2019-20 Budget: Wednesday, September 18, 2019 at 5:01PM at Lakeland City Hall, City Commission Conference Room, 228 S. Massachusetts Ave., Lakeland.

“Approve of the proposed aggregate millage rate of .5000 mills and for the proposed FY 2019-20 Millage and Budget Public Hearings.”

1st Bill Mutz/ 2nd George Lindsey

MOTION CARRIED UNANIMOUSLY

Agenda Item #6– Legal

a. Amendments to fair share agreements for Dundee, Haines City, and Lake Wales

The fair share agreements for the municipalities on the East side of the county are being amended to include language for the Hwy 27 Express and the new Loughman Flex.

“Approve increases to fair share agreements to reflect new routes.”

1st Sara McCarley/ 2nd Bill Mutz

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, July 10th, 2019 at 8:30 a.m.

Agenda Item #7 – Presentation from Avail

A presentation from Avail outlining the roadmap of progress and future development with the product.

[Attachment available]

Agenda Item #8 – Executive Director Report / Tom Phillips

- a. Agency Updates
 - Thanked Victory Ridge for their comments
- b. Pension Liability Update

An update of the pension liability disagreement between LAMTD and Polk County.

Disagreements between the County Clerk of Courts and LAMTD were raised. Stacey Butterfield came to represent the Clerk of Courts. Updated language and an amendment for the current LAMTD contract would be made available for the next board meeting to review and vote on.

Agenda Item #7 – Executive Informational Update / Tom Phillips

- a. June Calendar

[Attachment available]
- b. Ridership and UAP Update

[Attachment available]

Agenda Item #8 – Other Business

-None

Adjournment at 10:25 a.m.

Approved this 14th day of August, 2019.

Chairman – City Commissioner Phillip Walker

Minutes Recorder – James Phillips

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 14, 2019
AGENDA ITEM #2

Agenda Item: Public Comments

Presenter: TBD

Recommended
Action: TBD

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
August 14, 2019
AGENDA ITEM #3a

Agenda Item: LAMTD Proposed Operating and Capital Budget
FY 2019-20 Budget and Public Hearings Requirements

Presenter: Tom Phillips, Executive Director
David Persaud, CFO

Recommended
Action: Presentation to the Board FY 2019-20 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 \$10,955,020. The budget is balanced with funding for the capital vehicle replacement program totaling \$680,600.

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 4th (first Public Hearing), and 18th (second Public Hearing) at 5:01PM.

Attachments: See attached Proposed Operating and Capital Budget FY 2019-20

REVENUES

Total Revenues are estimated at \$ 10,995,020 a increase of \$244,040 (2.27%).

FARES

- Fares are projected at \$ 592,830 in FY 2019 a decrease of 11.5%.
 - The reasons are decline in Fixed Route Ridership.
- Total Contract revenue is projected at \$1,015,640 an increase of \$30,930 (3.14%) for increase in UAP.
- Investment Revenue is projected to increase by \$80,000 due to higher yield.
- Property Tax Revenue is projected to increase \$ 185,840 or 3.98%.
- Federal Grants has a slight decrease at \$2,406,500 a decrease of \$34,060 or 1.4%.
- State FDOT Grants will decrease \$14,500 or .8% for State Corridors.
- Other revenue is estimated to increase \$153,000 due to increase in several areas.

OPERATING EXPENSES

Total expenses of \$ 10,995,020 is estimated at \$244,040 (2.27%).

- Salaries and wages are projected to increase \$200,000 or 4 % due to labor contract and administrative salaries increase of 2.25% and one new position.
- Fringe benefits is expected to increase \$ 177,000 or 7.7% due to increase in health insurance premiums of 3%, FRS Contributions and FICA.
- Position count at Oct.1, 2018- full time 103.5 and part time 7, a total of 110.5.
- Services for professional and technical service, contract maintenance services and other services is projected to decrease \$49,000 primarily due to decrease for Radios and Avail System Maintenance.
- Fuel, Materials, Supplies and Parts is projected to decrease \$ 46,000 or 3 % due to decrease in parts.
- Insurance Costs is expected to increase \$33,000 due to increase in workers compensation premium.
- Misc. expense is increasing \$3,000 and contingency account is budgeted at zero.
- Debt Service expenses totaling \$305,000 an increase of \$172,000 for new bus lease for new Capital Lease Financing.
- The Budget reflects \$256,600 for Capital Expenses/Reserves.

LAKELAND AREA MASS TRANSIT DISTRICT
Fiscal Year Proposed Budget
FY 2019-20
August 14, 2019

REVENUES FY '20 v FY '19 VARIANCE

REVENUES	FY '19 BUDGET ADOPTED	% OF TOTAL	FY '20 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '20 v '19	% Inc / (Dec) '20 v '19
Ad Valorem Taxes	\$4,669,630	43.4%	\$4,855,470	44.16%	\$185,840	3.98%
Passenger Fares	670,000	6.2%	592,830	5.39%	(\$77,170)	-11.52%
Contract Revenues	984,710	9.2%	1,015,640	9.24%	\$30,930	3.14%
Federal Grants	2,440,560	22.7%	2,406,500	21.89%	(\$34,060)	-1.40%
State Grants	1,721,080	16.0%	1,706,580	15.52%	(\$14,500)	-0.84%
Other Revenues	265,000	2.5%	418,000	3.80%	\$153,000	57.74%
TOTAL	\$10,750,980	100%	\$10,995,020	100%	244,040	2.27%

LAKELAND AREA MASS TRANSIT DISTRICT
Fiscal Year Proposed Budget
FY 2019-20
August 14, 2019

EXPENSES FY '20 v FY '19 VARIANCE

EXPENSES	FY '19 BUDGET ADOPTED	% OF TOTAL	FY '20 BUDGET PROPOSED	% OF TOTAL	\$ Inc / (Dec) '19 v '18	% Inc / (Dec) '19 v '18
Salaries and wages	\$4,763,620	47.3%	4,963,110	48.1%	\$199,490	4.0%
Fringe Benefits	2,131,450	21.2%	2,308,320	22.4%	\$176,870	7.7%
Services	581,350	5.8%	531,620	5.2%	(\$49,730)	-9.4%
Materials and Supplies Consumed	1,474,450	14.6%	1,428,500	13.8%	(\$45,950)	-3.2%
Utilities	127,470	1.3%	160,700	1.6%	\$33,230	20.7%
Casualty and Liability Insurance	233,200	2.3%	266,640	2.6%	\$33,440	12.5%
Miscellaneous Expenses	250,150	2.5%	253,150	2.5%	\$3,000	1.2%
Restricted Contingency	123,920	1.2%	0	0.0%	(\$123,920)	0.0%
Tax Collector's Commissions, Property Appraiser's Fees/CRA Tax Increment Payment	384,770	3.8%	402,380	3.9%	\$17,610	4.4%
Total Operating Expenditures	\$10,070,380	93.7%	\$10,314,420	93.8%	\$244,040	2.4%
Capital Expenditures	119,000	1.2%	375,600	3.6%	\$256,600	68.3%
Debt Services	561,600	5.6%	305,000	3.0%	(\$256,600)	-84.1%
TOTAL	\$10,750,980	100%	\$10,995,020	100%	\$ 244,040	-13.4%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019
AGENDA ITEM #3b

Agenda Item: June 30, 2019 LAMTD Monthly Financial Statement
FY 2018-19

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, 2019
FY 2018-2019

Year to Date June 30, 2019

Description	YTD of FY Budget	YTD Budget \$	YTD Actual \$	YTD of FY Expended	Annual Budget
Revenue YTD	75%	\$8,063,236	\$7,677,307	95%	\$10.8 Million
Expenses YTD	75%	\$8,063,236	\$6,905,627	86%	\$10.8 Million

REVENUES:

The total revenues realized year-to-date through June 30, 2019 totaled \$7.7 million or 95% of the YTD budget.

- Farebox revenues reflect \$486,000 or 97% of YTD budgeted revenues through June 30, 2019.
- Contract revenues totaled \$132,800 or 87% of the budgeted revenues for UAP (Universal Access Passes).
- Other Contract Revenues totaled \$93,600 for RAMCO. RAMCO payment of \$93,600 billed in January and received in March 2019.
- Ad Valorem taxes reflects \$4.74 million or 102% of the Tax Levy. The total budgeted revenues are \$4.7 million. Only 95% of the taxes are budgeted by State Law.

Property taxes become due and payable on November 1st, 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 1st of each year. The District normally receives 90% of property taxes by May of each year.

- Interest Income on Investment at the LGIP totaled \$163,531 over 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 \$1.01 million.
- 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 267,000.
- Advertising income reflects \$104,000 over budget due to revenues being prepaid.
- The Support cost reimbursement revenue is in line with budget.
- Misc. revenue totaled \$99,600 resulting from reimbursement for Capital expenses from the County after the 9/30/18 audit.
- 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, 2019
FY 2018-2019

EXPENSES:

The total expenses year-to-date through June 30, 2019 totaled \$6.9 million or 86% of the YTD budget.

- Salaries and benefits represent 64% of the FY 2018-2019 budget. As of June 30, 2019, these expenses totaled \$4.7 million or 9% under budget of \$5.2 million.
- Professional and Technical Services expenses totaled \$279,000 of the YTD budget; a favorable variance.
- Other services expenses totaled \$69,000 of the YTD budget, over budget due to cost for temporary employees in Finance- budgeted in salaries account.
- Fuel expenses totaled \$395,000 YTD, under budget; due to fuel cost being under budgeted cost.
- Materials and supplies totaled \$369,000 under budget, a favorable variance.
- Dues and subscriptions, and office supplies are under budget, a favorable variance.
- 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.

Other remaining expenses are under the YTD budget through June 30, 2019

CHANGE IN FINANCIAL CONDITION

Based on the year-to-date budget-to-actual variances through June 30 th the financials reflect are favorable actual variance of \$.78 million with 75% of the fiscal year.

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

*

	9/30/18	9/30/17	9/30/16	9/30/15	9/30/14
1. Farebox Recovery Ratio (All modes)	13.00%	10.04%	13.95%	25.50%	23.08%
2. Cost per revenue hour	\$108.42	\$106.94	\$104.76	\$89.45	\$86.29
3. Revenue Hours	146,597	142,189	139,228	103,550	117,008
4. Fuel Cost (\$)	\$1,082,166	\$834,971	\$757,485	\$847,360	\$1,316,739
5. Ridership	1,252,600	1,346,211	1,393,620	1,424,965	1,647,010

* Total 13.00%, LAMTD 13.40%, PCTS 4.70%



LAKELAND AREA MASS TRANSIT DISTRICT

FY 2019 MONTHLY FINANCIAL STATEMENT MONTH OF Jun 2019

Account	Month				YTD				Approved Annual Budget
	Actual	Budget	Variance		Actual	Budget	Variance		
			\$'s	%			\$'s	%	
Farebox/Pass Sales	\$ 68,296	\$ 55,833	\$ 12,463	22%	\$ 485,794	\$ 502,500	\$ (16,706)	-3%	\$ 670,000
Contract Income (UAP)	\$ 11,621	\$ 17,025	\$ (5,404)	-32%	\$ 132,803	\$ 153,225	\$ (20,422)	-13%	\$ 204,300
Other Contract Revenue	\$ -	\$ 7,800	\$ (7,800)	-100%	\$ 93,600	\$ 70,200	\$ 23,400	33%	\$ 93,600
Miscellaneous Income	\$ 21	\$ 2,917	\$ (2,896)	-99%	\$ 99,687	\$ 26,250	\$ 73,437	280%	\$ 35,000
Advertising Revenue	\$ -	\$ 12,500	\$ (12,500)	-100%	\$ 103,673	\$ 112,500	\$ (8,827)	-8%	\$ 150,000
Investment/Interest Income (net)	\$ 17,817	\$ 5,833	\$ 11,983	205%	\$ 163,531	\$ 52,500	\$ 111,031	211%	\$ 70,000
Ad Valorum Income, net	\$ 122,473	\$ 389,136	\$ (266,663)	-69%	\$ 4,737,666	\$ 3,502,223	\$ 1,235,443	35%	\$ 4,669,630
FDOT Operating Grant	\$ 69,568	\$ 143,423	\$ (73,856)	-51%	\$ 1,018,456	\$ 1,290,810	\$ (272,354)	-21%	\$ 1,721,080
Federal Operating Grant	\$ -	\$ 203,380	\$ (203,380)	-100%	\$ 266,903	\$ 1,830,420	\$ (1,563,517)	-85%	\$ 2,440,560
Cost Recovery	\$ 3,035	\$ 833	\$ 2,202	264%	\$ 62,028	\$ 7,500	\$ 54,528	727%	\$ 10,000
City of Lakeland	\$ 14,373	\$ 18,048	\$ (3,675)	-20%	\$ 135,822	\$ 162,428	\$ (26,606)	-16%	\$ 216,570
City of Winter Haven	\$ -	\$ -	\$ -	0%	\$ 37,311	\$ -	\$ 37,311	0%	\$ -
Bartow Express	\$ -	\$ 1,203	\$ (1,203)	-100%	\$ 17,738	\$ 10,830	\$ 6,908	64%	\$ 14,440
PCTS - Support Cost Reimb.	\$ 35,811	\$ 37,983	\$ (2,173)	-6%	\$ 322,295	\$ 341,850	\$ (19,556)	-6%	\$ 455,800
TOTAL REVENUES	\$ 343,014	\$ 895,915	\$ (552,901)	-62%	\$ 7,677,307	\$ 8,063,236	\$ (385,929)	-5%	\$ 10,750,980
Salaries	\$ 353,122	\$ 396,968	\$ (43,846)	-11%	\$ 3,209,708	\$ 3,572,715	\$ (363,007)	-10%	\$ 4,763,620
Employee Benefits	\$ 171,742	\$ 177,621	\$ (5,879)	-3%	\$ 1,478,113	\$ 1,598,588	\$ (120,475)	-8%	\$ 2,131,450
Advertising Fees	\$ 546	\$ 1,750	\$ (1,204)	-69%	\$ 19,216	\$ 15,750	\$ 3,466	22%	\$ 21,000
Professional & Technical Ser	\$ 64,699	\$ 33,817	\$ 30,883	91%	\$ 279,209	\$ 304,350	\$ (25,141)	-8%	\$ 405,800
Contract Maintenance Services	\$ 16,469	\$ 8,400	\$ 8,069	96%	\$ 76,459	\$ 75,600	\$ 859	1%	\$ 100,800
Other Services	\$ 1,745	\$ 4,929	\$ (3,185)	-65%	\$ 69,715	\$ 44,363	\$ 25,352	57%	\$ 59,150
Fuel & Lubricants	\$ 38,262	\$ 50,246	\$ (11,984)	-24%	\$ 395,112	\$ 452,213	\$ (57,101)	-13%	\$ 602,950
Freight	\$ 583	\$ 808	\$ (225)	-28%	\$ 2,513	\$ 7,275	\$ (4,762)	-65%	\$ 9,700
Repairs & Maintenance	\$ 23,096	\$ 4,050	\$ 19,046	470%	\$ 31,184	\$ 36,450	\$ (5,266)	-14%	\$ 48,600
Materials & Supplies	\$ 64,402	\$ 63,155	\$ 1,247	2%	\$ 368,372	\$ 568,395	\$ (200,023)	-35%	\$ 757,860
Utilities/Telephone	\$ 10,387	\$ 9,426	\$ 961	10%	\$ 89,716	\$ 84,833	\$ 4,883	6%	\$ 113,110
Liab & Prop Damage Insurance	\$ 57,591	\$ 19,333	\$ 38,258	198%	\$ 225,796	\$ 174,000	\$ 51,796	30%	\$ 232,000
Other Corporate Insurance	\$ -	\$ 100	\$ (100)	-100%	\$ 873	\$ 900	\$ (27)	-3%	\$ 1,200
Dues & Subscriptions	\$ 5,736	\$ 3,658	\$ 2,078	57%	\$ 29,352	\$ 32,925	\$ (3,573)	-11%	\$ 43,900
Education/Training/Meeting/Travel	\$ 2,196	\$ 9,142	\$ (6,946)	-76%	\$ 45,623	\$ 82,275	\$ (36,652)	-45%	\$ 109,700
Service Charges	\$ 1,445	\$ 1,150	\$ 295	26%	\$ 16,883	\$ 10,350	\$ 6,533	63%	\$ 13,800
Office Expense	\$ 2,925	\$ 7,558	\$ (4,633)	-61%	\$ 25,240	\$ 68,023	\$ (42,783)	-63%	\$ 90,700
Advertising & Promotions	\$ 879	\$ 2,083	\$ (1,205)	-58%	\$ 4,924	\$ 18,750	\$ (13,826)	-74%	\$ 25,000
Miscellaneous Expenses	\$ 3,024	\$ 2,446	\$ 578	24%	\$ 23,974	\$ 22,013	\$ 1,961	9%	\$ 29,350
Property Appraiser/Tax Collector Comm	\$ 17,058	\$ 14,017	\$ 3,042	22%	\$ 169,501	\$ 126,150	\$ 43,351	34%	\$ 168,200
LDDA, CRA Contributions	\$ 230,399	\$ 18,048	\$ 212,352	1177%	\$ 230,801	\$ 162,428	\$ 68,373	42%	\$ 216,570
Capital Expenditures/ Debt Service	\$ 25,228	\$ 56,717	\$ (31,489)	-56%	\$ 113,344	\$ 510,450	\$ (397,106)	-78%	\$ 680,600
Bad Debt	\$ -	\$ 167	\$ (167)	-100%	\$ -	\$ 1,500	\$ (1,500)	-100%	\$ 2,000
Restricted Contingency	\$ -	\$ 10,327	\$ (10,327)	-100%	\$ -	\$ 92,940	\$ (92,940)	-100%	\$ 123,920
TOTAL EXPENDITURES	\$ 1,091,535	\$ 895,915	\$ 195,620	22%	\$ 6,905,627	\$ 8,063,236	\$ (1,157,609)	-14%	\$ 10,750,980
REVENUES (OVER)/UNDER EXPENDITURES	\$ (748,521)	\$ -	\$ (748,521)		\$ 771,680	\$ -	\$ 771,680		\$ -

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019
AGENDA ITEM #3c

Agenda Item: June 30, 2019 Financials for Polk County Transit Services
Contract – FY 2018-19

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 14, 2019
AGENDA ITEM #3c

Lakeland Area Mass Transit District
Monthly Financial Report
Polk County Transit Contract
Month of June 30, 2019
Year to Date Report
Percent of FY Reported (75%)

Revenues

- The revenues totaled \$4.5 million or 88% of the year-to-date budget.
- The FTA grants drawdown reflects draws totaling \$943,000.
- Fare Revenues totaled \$103,400 or 92% of the year-to-date budget.
- The Polk County City Contributions reflects payment of \$414,000 and over budget year-to-date.
- The County funding reflects payments for the budgeted grants match totaling \$1.92 million.
- The FDOT Grants drawdown totaled \$1.1 million.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$4.9 million or 95% of the year-to-date budget.
- Salaries and wages totaled \$2.8 million or 92% of the YTD Budget
- Operating expenses totaled \$1.4 million or 94% of the YTD Budget.
- The contract services are for contractual cost for the Lynx service and other planned contractual services totaled \$627,000 or 141% of the year to date budget.
- Capital Expenses totaled \$94,200 for the Avail Bus Technology System.

Note: At 6/30/2019 Expenses exceeded Revenues by \$347,294. The LYNX Contract is over budget by \$181,000 and funded with FTA Grants. The remaining short fall of \$166,000 is due to the fact, Polk County final Grants Match of \$382,785 due on July 12, 2019 has not been paid. The non-payment of the Grants Match (cash) will cause the County Grants to go unreimbursed.

Lakeland Area Mass Transit District
Financial Statement
Polk County Contract
Month of June 2019

Revenue

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Revenues				
County Match	\$ 1,960,700	\$ 1,470,525	\$ 1,633,919	111%
Other Contract Revenue - County	\$ 191,600	\$ 143,700	\$ 81,596	57%
City Contribution	\$ 393,040	\$ 294,780	\$ 413,979	140%
County Contribution - PCTS	\$ 76,378	\$ 57,284	\$ 65,315	114%
Fares	\$ 150,000	\$ 112,500	\$ 103,404	92%
FDOT Block Grants:				
GOV71/G1481 - WHAT/ADA	\$ 575,600	\$ 431,700	\$ 485,864	113%
RURAL AQR07	\$ 913,000	\$ 684,750	\$ 549,827	80%
FTA				
FTA 5307 Grant	\$ 2,262,076	\$ 1,696,557	\$ 943,448	56%
Capital Contributions - County	\$ 257,626	\$ 193,220	\$ 214,689	111%
Total	\$ 6,780,020	\$ 5,085,016	\$ 4,492,041	88%

Expenses

	Annual Budget	YTD Budget	YTD Actual	Percent Expended
Labor	\$ 3,973,664	\$ 2,980,248	\$ 2,739,319	92%
Contract	\$ 594,000	\$ 445,500	\$ 626,574	141%
Operating	\$ 1,954,730	\$ 1,466,048	\$ 1,379,268	94%
Capital	\$ 257,626	\$ 193,220	\$ 94,174	49%
Total	\$ 6,780,020	\$ 5,085,016	\$ 4,839,335	95%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019
AGENDA ITEM #3d

Agenda Item: June 30, 2019 Financials for The Transportation Disadvantaged Program– FY 2018-19

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

The Transportation Disadvantaged Program fiscal year starting July 1, 2018 and ends June 30, 2019. 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 14, 2019
AGENDA ITEM #3d

Lakeland Area Mass Transit District
Monthly Financial Report
The Transportation Disadvantaged Program
Month of June 30, 2019
Year to Date Report
Percent of FY Reported (75%)

Revenues

- The revenues totaled \$1.23 million or 86% of the year-to-date budget.
- The TD Trust Fund Grant drawdown reflects \$1.05 million or 80% of the grants.
- Contract Revenues and other revenues totaled \$59,000.
- The County funding for the match totaled \$126,600 or 88%.

Expenses

- Operating expenses consists of labor cost, operating expenses and contract expenses.
- Total expenses for the period totaled \$1.19 million or 83% of the year-to-date budget.
- Salaries and wages totaled \$828,600 or 97% of the YTD Budget.
- Operating expenses totaled \$279,200 or 62% of the YTD Budget.
- Support Services for Operations totaled \$92,000 or 65% of the YTD Budget.

**Lakeland Area Mass Transit District
Transportation Disadvantage Program
Period Ending - June, 2019**

Revenue

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Revenues				
County Match 10%	\$ 144,500	\$ 144,500	\$ 126,604	88%
Contract Revenue	\$ 205	\$ 103	\$ 4,154	
Adult Day Care			\$ 61,410	
FDOT Grants:				
CTD Grant -Operating	\$ 1,300,175	\$ 1,300,175	\$ 1,045,444	80%
Total	\$ 1,444,880	\$ 1,444,778	\$ 1,237,612	86%

Expenditure

	Annual Budget	YTD Budget	YTD Actual	Total YTD
Labor	\$ 855,751	\$ 855,751	\$828,635	97%
		\$ -		
Support Services	\$ 139,692	\$ 139,692	\$ 91,482	65%
		\$ -		
Operating	\$ 449,437	\$ 449,437	\$ 279,184	62%
Total	\$ 1,444,880	\$ 1,444,880	\$1,199,300	83%

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019
AGENDA ITEM # 3e

Agenda Item: Transit Service Provider for North East Polk County

Presenter: David Persaud, CFO

Recommended

Action: Recommend Board approve the award of Request for Proposal (RFP) #19-016 for a Transit Service Provider, to the responsive, responsible bidder, Transitions Commute Solutions, LLC, demonstrating the best value to the District, for an amount of \$1,135,000 annually for a 3-year base term and two 1-year options

Anticipated

Funding Source: Federal and State Operating Grants for Polk County, in accordance with the existing Interlocal Agreement.

Summary: On May 29, 2019, the District issued a Request for Proposal (RFP) #19-016, for qualified firms interested in supplying transit services to North East Polk County, as the area is outside the District's standard service location

The services are currently being provided by the Central Florida Public Transit (LYNX) out of Orlando, Florida; on behalf of the District for Polk County Transit Services. The routes being provided are as follows:

- Express/Fixed Route 416X – Haines City / Davenport / Poinciana Express
- Express/Fixed Route 427X – Haines City / U.S. 27 Express
- Non-ADA Demand Response Route 603 – Southwest Poinciana
- Flex Route 70 – Loughman Flex

The solicitation posted on the District's website, the public bidding site Demandstar (where 473 firms were notified), and sent via email to 30 firms, of which 1 was a Minority Owned Small Businesses found through the District's

AGENDA ITEM #3e – CONT.

Vendor Database, BizNet website, or Demandstar. Offer submittals were due June 28, 2019.

A single offer was received and reviewed for responsiveness by the Contract Specialist. The Price was determined fair and reasonable based on a price comparison against the Independent Cost Estimate (ICE), the current LYNX contract.

A responsibility review was conducted to verify the firm's ability to perform the specified services. The evaluation resulted in the firm of Transitions Commute Solutions, LLC having demonstrated the ability to meet the needs of the District and is being recommended for award.

Attachments:

Contract Award Analysis
Findings and Determinations for Single Bid Award

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 19-016****Contract Information**

- A. Description:** Transit Service Provider
- B. Contractor:** Transitions Commute Solutions, LLC
- C. Contract Number:** 19-016
- D. Contract Amount:** \$1,135,000 annually
- E. Contract Type:** Firm Fixed Unit Price
- F. Term of Contract:** Three-year base term
- G. Options Available:** Two additional one-year option terms
- H. Base Term Expiration:** July 2022
- I. Options Term(s) Expiration:** July 2024
- J. Funding Source:** Federal and/or State Operating Grants

Solicitation Information

- A. Issue Date:** May 29, 2019
- B. Number of Notifications Sent:** Thirty (30) firms received notification of the solicitation posting, one (1) of which was registered DBE's found through the DemandStar website.
- C. Date and Time Offers were due:** June 28, 2019 at 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** One (1)
- E. Price Analysis Summary:** A price analysis was conduct, against the current contract, with a cost savings \$35,146 realized.

Price Analysis Summary			
Route(s)	Current LYNX Contract	Transitions Commute Solutions, LLC	Difference
Route 603	\$183,054.90	\$239,333.92	\$56,279.02
Route 416 - 427	\$814,153.74	\$722,728.00	-\$91,425.74
Subtotal	\$997,208.64	\$962,061.92	-\$35,146.72
New Route 70	Not provided	\$168,791.00	N/A
Total		\$1,130,852.92	

Late Offers (if any): None

F. Discussion of Nonresponsive Offers (if any): None

G. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on a comparison of the current and an independent cost estimate.

H. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee(s) is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform this contract and are recommended for award.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched: (<http://epls.gov>).

- FL Department of Management Services
(http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)
- Department of Business & Professional Regulation
(<https://www.myfloridalicense.com/w111.asp?mode=1&SID=&brd=&typ=>)

I. Protests received (and disposition of any received, if applicable): None.

J. Statements of Decline: None

Determination and Recommendation

Transitions Commute Solutions, LLC. was determined to be a responsive and responsible contractor, which ranked highest overall, through a full and open competition. The offeror has the capacity to perform under this contract and are recommended for award

Prepared BY: 

Purchasing Agent/Contracts Specialist

7/16/19
Date

Reviewed By: 

Procurement Manager

7-18-19
Date

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUGUST 14, 2019
AGENDA ITEM # 3f

Agenda Item: **FY 2019 Florida Department of Transportation (FDOT) Service Development Public Transportation Grant Agreements (PTGAs) and corresponding resolution.**

Presenter: David Persaud, CFO

Recommended Action: Recommend approval of resolution and grant awards

Summary: The Service Development Program under FDOT provides funding for the development of new transit services. This current year's application is for the Dixie Land Road Diet Test. This includes two smaller buses to travel alternative streets providing shuttle services to those individuals impacted by the Road Diet. This project is subjected to a 50/50 match requirement in local funds.

Funding: Funding provided by the Florida Department of Transportation is \$229,723 with a match requirement of \$229,723 provided by the City of Lakeland for a total of \$459,446 This will be included in the 2019-2020 budget.

Attachments: Resolution

RESOLUTION #19-19

RESOLUTION FOR PUBLIC TRANSPORTATION GRANT AGREEMENTS FOR TRANSIT PROJECTS

A RESOLUTION of the Lakeland Area Mass Transit District authorizing the execution of that certain Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation.

WHEREAS, Lakeland Area Mass Transit District has the authority to enter into a PTGA with the Florida Department of Transportation to undertake a project as authorized by Chapter 341, Florida Statutes and/or by the Florida Transit Administration Act of 1964, as amended:

NOW, THEREFORE, BE IT RESOLVED BY THE Lakeland Area Mass Transit District Board of Directors FLORIDA:

1. That the PTGA for Item-Segment-Phase-Sequence (Financial Management Numbers) 445915-1-94-01 and 445916-1-84-01 is approved.
2. That Tom Phillips, Executive Director or their designee is authorized to enter into, modify or terminate the PTGAs with the Florida Department of Transportation, unless specifically rescinded.

DULY PASSED AND ADOPTED THIS August 14, 2019

By: _____
(Signature)

Phillip Walker, Board Chair
(Typed name and Title)

ATTEST:

_____(seal)
REQUIRED

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUGUST 14, 2019
AGENDA ITEM #3g

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 #3g – CONT.

The District has solicited the services of Wells Fargo Bank 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, 2017, September 30, 2018 and through June 30, 2019 is presented below:

FYE 9-30-17	\$60,637
FYE 9-30-18	\$135,819
YTD thru June 30, 2019	\$157,625

The Investment yield for July 2019 is 2.52%.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 14, 2019
AGENDA ITEM 4a

Agenda Item: **Agency Updates**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: TBA

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 14, 2019
AGENDA ITEM 4b

Agenda Item: **Pension Liability Update**

Presenter: Tom Phillips

Recommended
Action: Informational

Summary: TBA

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 14, 2019
AGENDA ITEM 4c

Agenda Item: **Fort Meade Public Workshops and Hearing**

Presenter: Tom Phillips

Recommended
Action: Approve the advert and execution of the public workshops
 and public hearing for the Fort Meade reduction in service.

Summary: Following the meeting with Fort Meade City Commission,
 the decision to reduce service from eight runs of the bus to
 four was agreed upon. With this reduction of service,
 LAMTD needs to execute their public workshops and
 public hearing to stat FTA compliant with any reduction
 of service.

Public workshop: Fort Meade Community Center, 10 3rd
St SW, Fort Meade, Thursday August 29, 2019.

Public Hearing: Lakeland City Call Commission
Chambers, 228 S. Massachusetts Ave, Lakeland,
Wednesday, September 18, 2019.

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 14, 2019
AGENDA ITEM #5

Agenda Item: **Polk State College UAP Renewal**

Presenter: Tim Darby, Esq.

Recommended
Action: Approve the renewed Universal Access Program Agreement
 between the Lakeland Area Mass Transit District and Polk State
 College

Summary: Standard renewal of the previous contract with the addition for
 it to automatically renew for three years or notice of
 termination.

Attachments: Agreement

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 14, 2019
AGENDA ITEM 6

Agenda Item: **Purchase of Additional ARBOC Buses 26 Foot -17 Passenger**

Presenter: Joseph Cheney, Maintenance Director

Recommended
Action:

Approve the Purchase of 6- 26 Foot ARBOC Low Floor Buses

Estimated cost \$199,943.99 each

County Grants \$599,831.97

LAMTD Grants \$399,887.98

Total Cost \$1,199,663.94

Summary: The ARBOC Bus is a 26 Foot, Low Floor Bus with 17 passenger seats and two wheelchair locations. The bus is equipped with a Handy Cap Access Ramp that can be deployed by the operator of the vehicle from the driver's seat. These buses are intended to be used in Fixed Route Service and will be fully equipped with all of the same features found on a regular full-size fixed route vehicle.

In September 2018, the Board received an update to the Fleet Replacement Plan and approved the purchase of ARBOC Buses. The Board re-approved the purchase of the four (4) 26-foot ARBOC Buses purchased with LAMTD CIP Funds due to a price increase for additional equipment (Avail) onboard the buses.

AGENDA ITEM #6 – CONT.

Funding

Breakdown:

<u>County Bus Quantity</u>	<u>Funding Source</u>
3	5307 Grant - Winter Haven Capital (reprogrammed)
1	5339 Grant – Winter Haven

<u>LAMTD Bus Quantity</u>	<u>Funding Source</u>
2	5339 Grant – Lakeland

This bus order, in addition to the previous order will provide 12 new Fixed Route Buses. All Gillig Phantom High Floor Buses will be removed from service.

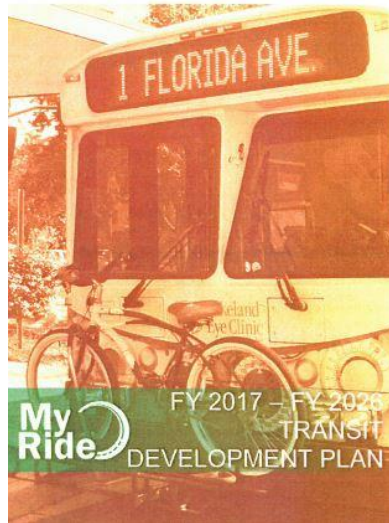
LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
AUG 14, 2019
AGENDA ITEM #7

Agenda Item:	Public Comments for the 2019 Transit Development Plan
Presenter:	Julia Davis, Polk TPO
Recommended Action:	Accept the final report of the Polk Transportation Development Plan
Summary:	The Polk TPO will be closing the public comment period for the Polk Transportation Development Plan and presenting their findings.
Attachments:	2019 Polk Transportation Development Plan

MY RIDE:

POLK TRANSIT DEVELOPMENT PLAN 2017-2026

2019 ANNUAL PROGRESS REPORT



Submitted To:

**Florida Department of Transportation
District One**



Prepared By:



FINAL – for August 14, 2019 LAMTD meeting

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)
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 1st.

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 2019 which documents October 1, 2018 to September 30, 2019. This report covers the 10-year period from 2019 through 2028. 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.

Table 1-1: TDP Progress Report Checklist

	Annual Progress Report Checklist Item	Related Section
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

ACTIVITY	2017 TDP SERVICE PLAN	2018 RESULT	NOTES
Maximize existing service efficiency	Coordinated vehicle maintenance	No change	A grant application has been submitted that will coordinate safety and maintenance through the use of the AVAIL system.
Maximize existing service efficiency	Consolidated administration and maintenance activities,	No change	Efforts to consolidate these locations remain a challenge. This year LAMTD did try and move call center staff to the main office but the purchase of a new modular was not completed due to city guidelines.
	Coordinated contracting for fuel and maintenance supplies and activities.	Continuation of Fuel consortium	LAMTD is part of a fuel consortium that includes HART and Polk County

Implement Service Improvements	Improvements to existing service frequency (headways)	no Change	LAMTD will see improvements in existing services with the execution of the Re-Route 2020
Implement Service Improvements	Extended weekday service hours (span), and weekend service.	No change	LAMTD will see improvements in existing services with the execution of the Re-Route 2020
Implement Service Improvements	Additional weekend service (either Saturday or Sunday).	New runs of ADA paratransit added. One run added in 17/18 and one more in 18/19	This year LAMTD was able to provide a new program that added ADA services to the Lakeland UZA for Saturdays through a grant with FDOT.
Service expansion	New routes operating in county activity centers with no existing service	No change	LAMTD was able to secure two new routes that will start in October '19 to areas with no existing service.
Service expansion	A proposed feeder route to the future Poinciana SunRail Station.	No change	Unfortunately, this route was offered as one of the new proposed routes but was not funded by the Polk County BoCC so remains unfunded for 19-20 at this time.

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

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

Service Type/Mode	Description	2018 Result	Notes
FY 2018 and FY 2019			
Route 1/101 Florida Ave Corridor	Maintain Existing Fixed Route Service	no change	none
Route 3/301 Lakeland Hills Corridor	Maintain Existing Fixed Route Service	no change	none
Route 10 Circulator	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 12 Lakeland to WH	Maintain Existing Fixed Route Service	no change	none
Route 14 Combee/Edgewood	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 15 (N/S) Kathleen/Providence/Harden	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 15 (E/W) Winter Haven/Haines City	Maintain Existing Fixed Route Service	no change	none

Route 22XL Bartow Express	Maintain Existing Fixed Route Service	no change	none
Route 22XW Winter Haven/Bartow	Maintain Existing Fixed Route Service	no change	None
Route 25 Bartow/Fort Meade	Maintain Existing Fixed Route Service	no change	None
Route 27X Dundee/Eagle Ridge Mall	Maintain Existing Fixed Route Service	no change	None
Route 30 Legoland	Maintain Existing Fixed Route Service	no change	None
Route 32/33 South FL/Carter Rd.	Maintain Existing Fixed Route Service	no change	None
Route 35 Bartow/Lake Wales	Maintain Existing Fixed Route Service	no change	None
Route 39 Bradley	Maintain Existing Fixed Route Service	no change	None
Route 40/44 Winter Haven Southside	Maintain Existing Fixed Route Service	no change	none
Route 45 George Jenkins/Swindell	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020

Route 46 10th/Wabash/Ariana	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 47 Duff Rd. Shuttle	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 50 Auburndale	Maintain Existing Fixed Route Service	no change	None
Route 58 College Connector	Maintain Existing Fixed Route Service	no change	Will increase frequency and hours after Re-Route 2020
Route 58X Airside Express	Maintain Existing Fixed Route Service	no longer in service	None
Route 59X County Line Express	Maintain Existing Fixed Route Service	no longer in service	None
Route 60 Winter Haven Northeast	Maintain Existing Fixed Route Service	no change	None
Route 416 Poinciana/Haines City LYNX	Maintain Existing Fixed Route Service	no change	None
Route 427 US 27/Haines City LYNX	Maintain Existing Fixed Route Service	Moved to 60 minute headway from a 120 minute headway	An additional bus was added to this route doubling frequency
Route 603 Neighborlink Line LYNX	Maintain Existing Fixed Route Service	no change	None

ADA Paratransit Service	Maintain Existing ADA Paratransit Service	Extended days of service	A new program was implemented adding Saturday ADA to all the Lakeland UZA
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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. They received five new 35 ft. Gillig bus and two 30 ft. buses for the fixed-route fleet.

Park and Ride Lot on North US 98

One major goal of the TDP was the completion of the new Park and Ride lot on North US 98. This project completed in June of 2017, now stands as a major gateway to the City of Lakeland and has facilitated new partnerships with private transit agencies such as Mega Bus. The next two rounds of funding for this project have been awarded and will include two additional shelters, restrooms, and a drinking fountain.

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.

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 FDOT provide funds for a feasibility study for potential sights and a cost benefit analysis, but it did not meet FDOT requirements. Future requests will be forwarded to the TPO for consideration during the priorities program.

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 1,194,072 rides in fiscal year 2018/19, which was up/down from the 1,194,072 rides in fiscal year 2017/18, which was slightly down from the 1,274,460 in 2016/17.

Ridership on the paratransit service is as follows:

	2019	2018	2017
ADA	71004	66400	62225

TD	20844	21630	20279
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New Routes

While there were no new routes implemented this year, funding has been secured for two new routes to start in October 2019. The first route will start in the city of Lake Wales and end in Haines city. The purpose of this new route is to provide transit options to individuals living in municipalities along US 27 while relieving congestion along this highly traveled corridor. The second route will provide a flex route service in the municipality of Loughman. This is the fastest growing area of Polk County which up to this point has no public transit. In order to service more municipalities route 416, which presently covers Haines City to Poinciana, will be changed to include service to the town of Davenport.

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 by one-third of their twenty percent of 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 sixth 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. Current data 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

This year saw the creation of the new position of Director of Safety. The department now operates as a separate division. In anticipation of the new FTA safety requirements and management the new stand-alone department will move forward to work on the completion of the Safety Management System.

Dixie Land 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.

The stopping of buses along the corridor, especially for the loading of wheelchairs, would cause major traffic delays. The solution is a circulator route to reduce congestion on South Florida Avenue while allowing for timely pick up and drop off local transit passengers utilizing multiple paratransit buses to provide services on less-traveled streets as close as possible to South Florida Avenue.

“Re-Route 2020”

This activity in 2018/2019 FY studied the consolidation of eight routes in Lakeland to five new color-coded routes. The study resulted in a new plan to address service performance with longer hours and more frequency. This new plan is cost neutral so there is no need for additional funding and is scheduled to start October 1st, 2019. The goal of this is to expand hours of bus service and to make the transit service more user friendly. Citrus Connection had two try-it days, May 4th and May 18th. Passengers could ride the one of the five color coded routes for free, in exchange for feedback about the changes.

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 2019 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

Objective/Policy	Implementation (Yes/No)	2018/2019 Assessment
Overall Goal: "Develop and maintain a public transportation system to provide safe travel for all users which supports livable communities and economic activity."	Yes	LAMTD has made strides to provide safe travel for users while supporting livable communities and meeting the needs of economic development.

Objective/Policy	Implementation (Yes/No)	2018/2019 Assessment
Objective (1): Safety Objective Safe and Secure Travel Conditions On Public Transportation.		
Target (1.1) Maintain zero traffic-related fatalities on public transportation system.	Yes	There were zero fatalities for this report year
Target (1.2) : Annually reduce injuries and accidents/incidents on public transportation system.	Yes	There was a drop this year in accidents going from 11 to 8 this year.
Strategy and Action	-	-
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	This year saw the creation of the new position of Director of Safety. The department now operates as a separate division. In anticipation of the new FTA safety requirements and management the new stand-alone department will move forward to work on the completion of the Safety Management System.

Objective/Policy	Implementation (Yes/No)	2018/2019 Assessment
Objective (2): Livability Objective Provide Travel Options For Persons Of All Ages And Abilities.		
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.
Strategy and Action	-	-
2.0.1 Support requirements for new development that place emphasis on the provision of complete streets, connectivity and access to transit.	Yes	In SFY 2018/19, LAMTD was awarded grant funds to place new shelters on complete street projects. LAMTD works closely with all the municipalities on future road and infrastructure projects
2.0.2 Participate in the development of community strategies to support aging in place and senior mobility.	Yes	LAMTD now has a mobility manager and has been awarded funding for a travel trainer that works on educating senior and disabled populations on mobility options.
2.0.3 Provide transportation infrastructure and services that support livable communities and ensure mobility for all residents.	Yes	While LAMTD cannot ensure mobility for all residents, we strive to continuously address transit needs among all populations

Objective/Policy	Implementation (Yes/No)	2018/2019 Assessment
Objective (3): Mobility Objective Provide Transportation Options For Intercity And Local Travel.		
Target (3.1) Provide fixed-route transit service to all municipalities in Polk County.	Yes	LAMTD will be increasing services to two new municipalities in FY 19/20
Strategy and Action	-	-

3.0.1	Evaluate public transportation options for intercity travel as part of the Transit Development Plan.	Yes	LAMTD currently has a total of eight routes that can be considered as intercity with two new routes planned for next year
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	LAMTD has regional connectivity with the LYNX system out of Orlando and is seeking connectivity with HART. LAMTD now covers the west county as far as County Line Road but there is no HART connection at this time. The SunRail service was taken to the board but was not approved at this time.

Objective/Policy		Implementation (Yes/No)	Assessment
Objective (4): Economic Objective Provide Transportation Infrastructure And Services That Support Economic Vitality And Job Creation.			
Target (4.1) (none stipulated)		-	-
Strategy and Action		-	-
4.0.1	Focus on developing new ridership markets (economic growth, market-driven, outside of the traditional public transportation market segment).	Yes	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
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,	Yes	LAMTD is currently a member to the TAC for the TPO and has been activity involved in the Lakeland Alternative Area Alternatives

	transit summits, public meetings and regular updates to local government and other stakeholders.		Analysis, the US 27 corridor study, Signal priority study, and the multi-modal feasibility study. LAMTD is also working on a summit to be held in November in partnership with Human Services and Polk Vision.
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	This was the major goal of Re-Route 2020 which will increase frequency and hours of service without increasing the need for additional funding. If successful LAMTD will look at instituting this model across the county.

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
A grant application has been submitted that will coordinate safety and maintenance through the use of the Avail system.
- Consolidated administration and maintenance activities, and
Efforts to consolidate these locations remain a challenge. This year LAMTD did try and move call center staff to the main office but the purchase of a new modular was not completed due to city guidelines.
- 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)
LAMTD will see improvements in existing services with the execution of the Re-Route 2020.
- Extended weekday service hours (span), and
LAMTD will see improvements in existing services with the execution of the Re-Route 2020.
- Additional weekend service (either Saturday or Sunday).
This year LAMTD was able to provide a new program that added ADA services to the Lakeland UZA for Saturdays through a grant with FDOT.

- 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 was able to secure two new routes that will start in October to areas with no existing service.
- A proposed feeder route to the future Poinciana SunRail Station.
Unfortunately, this route was offered as one of the new proposed routes but was not funded by the Polk County BoCC.

CAPITAL AND INFRASTRUCTURE

- Downtown Lakeland Intermodal Center

LAMTD is working closely with FDOT and the City on the intermodal center study

- Easts Polk Maintenance Facility

LAMTD has requested funding from the FDOT for a feasibility study but was denied, LAMTD will try different avenues to achieve this study.

- Park and Ride Facilities

The first round of construction was completed, and funding two additional shelters and public bathrooms have been approved by FDOT

- Vehicle expansion and replacement

LAMTD had a total of four new buses this year and a total of six new ones are on order. LAMTD has also received notice of funding for an addition three buses one of which is for the purpose of expansion.

- IT and Technology

By October 2019 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	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:05 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 12 Lakeland to WH	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 14 Combee/Edgewood	Maintain Existing Fixed Route Service	120 mins	7:15 AM - 6:05 PM	Mon - Fri
Route 15 (N/S) Kathleen/Providence/Harden	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
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	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.	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	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Fri
Route 46 10th/Wabash/Ariana	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 5:05 PM	Mon - Fri
Route 47 Duff Rd. Shuttle	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	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	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 LYNX	Maintain Existing Fixed Route Service	150 mins	10:40 AM - 7:00 PM	Mon - Fri
Route 427 US 27/Haines City LYNX	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri
Route 603 Neighborlink Line LYNX	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	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of 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	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	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	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 427 US 27/Haines City LYNX	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	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 Kathleen/Providence/Harden	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2026				

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
Route 3/301 Lakeland Hills Corridor	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South FL/Carter Rd.	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 (10th 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 2019 and 2020

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
FY 2019 and FY 2020				
Route 1/101 Florida Ave Corridor	Maintain Existing Fixed Route Service	30 mins	6:15 AM - 6:05 PM	Mon - Sat
Route 3/301 Lakeland Hills Corridor	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 10 Circulator	Maintain Existing Fixed Route Service	45 mins	6:15 AM - 6:05 PM	Mon - Fri
Route 12 Lakeland to WH	Maintain Existing Fixed Route Service	60 mins	6:15 AM - 7:05 PM	Mon - Sat
Route 14 Combee/Edgewood	Maintain Existing Fixed Route Service	45 mins	6:00 AM - 7:50 PM	Mon - Fri

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
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	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.	Maintain Existing Fixed Route Service	45 mins	6:00 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	Maintain Existing Fixed Route Service	45 mins	6:15 AM - 7:05 PM	Mon - Fri
Route 46 10th/Wabash/Ariana	Maintain Existing Fixed Route Service	45 mins	6:00 AM - 7:50 PM	Mon - Fri
Route 47 Duff Rd. Shuttle	Maintain Existing Fixed Route Service	45 mins	6:00 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	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	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 LYNX	Maintain Existing Fixed Route Service	150 mins	10:40 AM - 7:00 PM	Mon - Fri
Route 427 US 27/Haines City LYNX	Maintain Existing Fixed Route Service	120 mins	6:25 AM - 7:12 PM	Mon - Fri
Route 603 Neighborlink Line LYNX	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 2021				
Route 12 Lakeland to WH	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sat

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
	Increase Hours of Service			
	Add Weekend Service			
FY 2022				
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 2023				
Route 14 Combee/Edgewood	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	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 2024				
Route 30 Legoland	Increase Frequency	30 mins	6:15 AM - 8:05 PM	Mon - Sun
	Increase Hours of Service			
Route 58 College Connector	Increase Frequency	30 mins	6:30 AM - 4:40 PM	Mon - Fri
Route 427 US 27/Haines City LYNX	Increase Frequency	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Increase Hours of Service			
	Add Weekend Service			
FY 2025				
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 2026				
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 2027				

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
Route 15 Kathleen/Providence/Harden	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
FY 2028				
Route 3/301 Lakeland Hills Corridor	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South FL/Carter Rd.	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			

Without the availability of additional funding no progress was made on last years' Service Implementation Plan regarding frequency or extended hours. To address the increase in frequencies and extended hours LAMTD has developed what it calls "Re-Route 2020". By combining routes coupled with multiple buses traveling in opposite directions, LAMTD will be able to increase services hours and frequency without the need for additional funding. Lakeland will see a format that is more in line with larger subway systems utilizing lines instead of routes. This plan will be going to the Board of Directors for approval in June with implementation scheduled in October. For sake of this report projections were changed in the table above to reflect services to riders along these routes in general rather than specific routes. Those not effect by the system change will be moved forward one year. If approved this new system will result in major changes to the entire system and will call for additional changes to the Service Implementation Plan. Once an analysis of the new program is completed and if the goals are obtained in the Lakeland area, phase two would include the Eastside of the County.

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.

Service Type/Mode	Description	Operating Characteristics		
		Frequency (Weekday)	Service Span (Weekday)	Days of Service
	Add Weekend Service	-	-	-
FY 2028				
Route 3/301 Lakeland Hills Corridor	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			
Route 32/33 South FL/Carter Rd.	Increase Hours of Service	60 mins	6:15 AM - 8:05 PM	Mon - Sat
	Add Weekend Service			

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. As shown in Figure 4-4, 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.

Figure 4-4: Revised 10-Year Costs and Revenues

Cost/Revenue	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	0-Year Total
Operating Costs											
Maintain Existing Deviated Fixed-Route Transit Services	\$473,984	\$511,903	\$552,855	\$597,083	\$644,850	\$696,438	\$752,153	\$812,325	\$877,313	\$947,499	\$6,866,399
Existing Deviated Fixed-Route Service Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Proposed New Transit Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintain Existing Paratransit Services	\$1,385,154	\$1,495,966	\$1,615,644	\$1,744,895	\$1,884,487	\$2,035,246	\$2,198,065	\$2,373,911	\$2,563,828	\$2,768,929	\$20,066,120
Total Operating Costs	\$1,859,138	\$2,007,869	\$2,168,499	\$2,341,978	\$2,529,337	\$2,731,684	\$2,950,218	\$3,186,236	\$3,441,139	\$3,716,425	\$26,932,519
Capital Costs											
Vehicles	\$348,992	\$282,264	\$814,128	\$439,628	\$593,498	\$512,784	\$414,738	\$1,196,221	\$645,958	\$872,043	\$6,120,254
Replacement Vehicles - Buses (Section 5310)	\$348,992	\$0	\$0	\$0	\$0	\$512,784	\$0	\$0	\$0	\$0	\$861,776
Replacement Vehicles - Vans (Section 5307)	\$0	\$282,264	\$814,128	\$439,628	\$593,498	\$0	\$414,738	\$1,196,221	\$645,958	\$872,043	\$5,258,478
Additional Vehicles for New Deviated Fixed-Route Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Vehicles for Existing Service Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Capital Infrastructure	\$93,992	\$0	\$0	\$0	\$0	\$31,737	\$34,276	\$37,019	\$39,988	\$43,178	\$280,183
RouteMatch Software-Deviated Fixed-Route Module	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Radio System	\$93,992	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,992
Bus Stop Infrastructure	\$0	\$0	\$0	\$0	\$0	\$31,737	\$34,276	\$37,019	\$39,988	\$43,178	\$186,191
Total Capital Costs	\$442,984	\$282,264	\$814,128	\$439,628	\$593,498	\$544,521	\$449,015	\$1,233,240	\$685,938	\$915,221	\$6,400,437
Operating Revenues											
Federal Section 5307 for Operating	\$341,861	\$369,210	\$398,747	\$430,646	\$465,098	\$502,306	\$542,490	\$585,890	\$632,761	\$683,382	\$4,952,391
FDOT State Block Grant	\$170,931	\$184,605	\$199,374	\$215,324	\$232,550	\$251,154	\$271,246	\$292,946	\$316,381	\$341,692	\$2,476,203
Existing Local Funds-Other Revenues	\$645,801	\$697,465	\$753,262	\$813,523	\$878,605	\$948,894	\$1,024,805	\$1,106,789	\$1,195,333	\$1,290,959	\$9,355,437
Federal Section 5311 for Operating	\$271,941	\$293,696	\$317,192	\$342,567	\$369,973	\$399,571	\$431,536	\$466,059	\$503,344	\$543,611	\$3,939,490
Commission for TD Operating Funds	\$382,391	\$412,982	\$446,021	\$481,701	\$520,235	\$561,858	\$606,806	\$655,351	\$707,778	\$764,401	\$5,539,531
Farebox Revenues - Existing Service	\$46,213	\$49,910	\$53,903	\$58,215	\$62,872	\$67,902	\$73,334	\$79,201	\$85,537	\$92,380	\$669,468
Farebox Revenues - New and Improved Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenues	\$1,859,138	\$2,007,869	\$2,168,499	\$2,341,978	\$2,529,337	\$2,731,684	\$2,950,218	\$3,186,236	\$3,441,139	\$3,716,425	\$26,932,519
Capital Revenues											
Federal Section 5310 for Buses	\$442,984	\$0	\$0	\$0	\$0	\$650,889	\$0	\$0	\$0	\$0	\$1,093,873
Federal Section 5307 for Other Capital	\$0	\$282,264	\$814,128	\$439,628	\$593,498	\$0	\$414,738	\$1,196,221	\$645,958	\$872,043	\$5,258,479
Federal Section 5319 For Other Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Section 5339 for New Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Revenues	\$442,984	\$282,264	\$814,128	\$439,628	\$593,498	\$650,889	\$414,738	\$1,196,221	\$645,958	\$872,043	\$6,352,351
10-Year Cost & Revenue Summary											
Total Revenues	\$2,302,122	\$2,290,133	\$2,982,627	\$2,781,606	\$3,122,835	\$3,382,572	\$3,364,957	\$4,382,457	\$4,087,092	\$4,588,469	\$33,284,870
Total Costs	\$2,302,122	\$2,290,133	\$2,982,627	\$2,781,606	\$3,122,835	\$3,276,205	\$3,399,233	\$4,419,476	\$4,127,073	\$4,631,647	\$33,332,956
Revenues Minus Costs	\$0	\$0	\$0	\$0	\$0	\$106,368	(\$34,276)	(\$37,019)	(\$39,988)	(\$43,178)	(\$48,086)
Roll-over from Prev. Year	\$0	\$0	\$0	\$0	\$0	\$0	\$106,368	\$72,091	\$35,073	(\$4,907)	(\$48,086)
Surplus/(Shortfall)	\$0	\$0	\$0	\$0	\$0	\$106,368	\$72,091	\$35,073	(\$4,907)	(\$48,086)	(\$48,086)

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 – 10 year revised budget table for FY 2019-2028

Table 3-4
Revised Ten-Year Budget Estimates

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
TOTAL COSTS	\$ 17,288,729.22	\$ 27,207,830.33	\$ 40,033,692.24	\$ 41,242,853.01	\$ 47,707,642.70	\$ 46,002,197.28	\$ 51,195,879.39	\$ 50,582,871.08	\$ 52,844,483.54	\$ 55,591,707.72	\$ 429,895,997.31
TOTAL REVENUES	\$ 21,277,319.88	\$ 22,318,204.21	\$ 22,879,403.75	\$ 23,376,604.17	\$ 29,493,164.02	\$ 24,428,375.36	\$ 24,878,439.31	\$ 25,522,748.38	\$ 26,352,052.40	\$ 26,783,756.93	\$ 241,593,728.22
Subtotal: Surplus/Deficit	\$ 3,988,589.66	\$ 5,088,426.23	\$ 12,156,488.49	\$ 17,866,109.44	\$ 28,214,478.68	\$ 23,376,733.83	\$ 26,317,450.98	\$ 25,039,600.40	\$ 26,492,430.74	\$ 28,807,950.79	\$ 188,302,269.09
Fund Balances	\$ 3,978,600.66	\$ 1,040,964.05	\$ 18,197,454.54	\$ 24,003,654.18	\$ 59,878,102.80	\$ 81,453,834.78	\$ 107,271,284.37	\$ 132,701,287.51	\$ 155,484,318.30	\$ 188,302,269.09	

TABLE 3-5 – 10 year revised Operating and Capital Costs table for FY 2019-2028

[illegible]

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.

Objective/Policy	Funded and Unfunded Projects
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/Policy	Funded and Unfunded Projects
Objective (1): Safety Objective Safe And Secure Travel Conditions On Public Transportation.	-
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.
Strategy and Action	-
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/Policy	Funded and Unfunded Projects
Objective (2): Livability Objective Provide Travel Options For Persons Of All Ages And Abilities.	-
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.
Strategy and Action	-

3.0.3	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
3.0.4	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.
3.0.5	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/Policy		Funded and Unfunded Projects
Objective (3): Mobility Objective Provide Transportation Options For Intercity And Local Travel.		-
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
Strategy and Action		-
4.0.1	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
4.0.2	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/Policy	Funded and Unfunded Projects
Objective (4): Economic Objective Provide Transportation Infrastructure And Services That Support Economic Vitality And Job Creation.	-
Target (4.1) (none stipulated)	-
Strategy and Action	-
4.0.4 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
4.0.5 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
4.0.6 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- ReRoute 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**

July 2019

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 13 percent in FY 2018. 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 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. Implementation of the ~~ReRoute~~ 2020 plan.
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.

MISSION: To be a superior provider of transportation services that contribute to the economic growth and quality of life for the communities we serve.

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
Date: AUG 14, 2019
AGENDA ITEM 8a

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 30	Jul 1 <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	2 <div>10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James Phillips</div> <div>11:00am Meeting with County; 255 N Broadway AveBartow, FL 33830; Tom Phillips</div>	3 <div>Copy: Board of Directors, Performance Indicator Data, due COB 3rd working day of ever</div>	4 <div>Independence Day; United States</div> <div>10:00am Update with Aaron and Paul; Operation Office; Tom Phillips</div>	5	6
7	8 <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	9 <div>Avail Onsite-Be available all day; 1212 ; Erin Killebrew</div> <div>8:30am Email Ridership Update to LAMTD Board of Directors</div> <div>1:00pm Meeting with Avail; Board Room; James Phillips</div>	10 <div>7:30am Pick-up Mr. Mele; 129 Todd St., Meadowbrook Mobile Home Park</div> <div>8:30am LAMTD Board Meeting; 1212 George Jenkins Blvd, Hollingsworth Room, Lakeland, FL; James Phillips</div>	11 <div>10:00am Update with Aaron and Paul; Operation Office; Tom Phillips</div>	12 <div>James Out</div>	13
14	15 <div>10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James ...</div> <div>1:00pm 1 on 1 with HR; Tom's office ; Tom Phillips</div> <div>2:30pm Kick-Off Meeting -- Development of the Polk TPO TSM&O Master Plan; Po...</div>	16 <div>8:30am 1-on-1 w/ Aaron Dunn</div>	17 <div>James Out</div>	18 <div>8:00am</div> <div>10:00am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	19 <div>James work from home</div> <div>Marcia Vacation ; VACATION ; Marcia Roberson</div>	20
21	22 <div>Marcia Vacation ; VACATION ; Marcia Roberson</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	23 <div>8:30am</div> <div>9:00am Discuss FY20 Funding; conference call #: 407-254-6124 access code: 639485; Tiffany Homler</div> <div>10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James ...</div>	24 <div>7:30am Breakfast with Mr. Mele; 129 Todd St., Meadowbrook Mobile Home Park</div>	25 <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>10:00am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>11:30am Lunch with Sheldon; Ninteen61; 215 E Main St, Lakeland, FL 33801</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	26 <div>12:00pm Meeting with Mr. Tom Phillips - Citrus Connection; Balmoral Resort; 124 Kenny Blvd, Haines City, FL 33844; Margie Wells</div>	27
28	29 <div>9:00am Fort Meade Meeting; Board Room</div> <div>10:00am 1 on 1 with HR; Tom's office ; Tom Phillips</div>	30 <div>10:00am Reroute Phase II Update; Hollingsworth Board Room; 1212 George Jenkins Blvd, Lakeland, FL 33815; James ...</div> <div>11:00am Lunch with Michelle</div> <div>1:00pm BRT Feasibility Stakeholder Meeting; Citrus Connection; Citrus Connection, 1212 George Jenkins Blvd, ...</div>	31 <div>8:00am Tom Working at Lakeland Terminal</div>	Aug 1 <div>9:00am Senior Staff Meeting; Tom Phillips</div> <div>10:00am Update with Aaron and Paul; Operation Office; Tom Phillips</div> <div>11:30am GENTS: Kyle</div> <div>2:00pm 1/1 with David Persaud; Executive Office; Tom Phillips</div>	2 <div>Teacher Work Days/Training</div> <div>11:00am 1-on-1 with Bill; Black & Brew; 205 E Main St, Lakeland, FL 33801; James Phillips</div>	3

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUGUST 14, 2019
AGENDA ITEM 8b

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, 2019.

Attachments: Ridership Report.

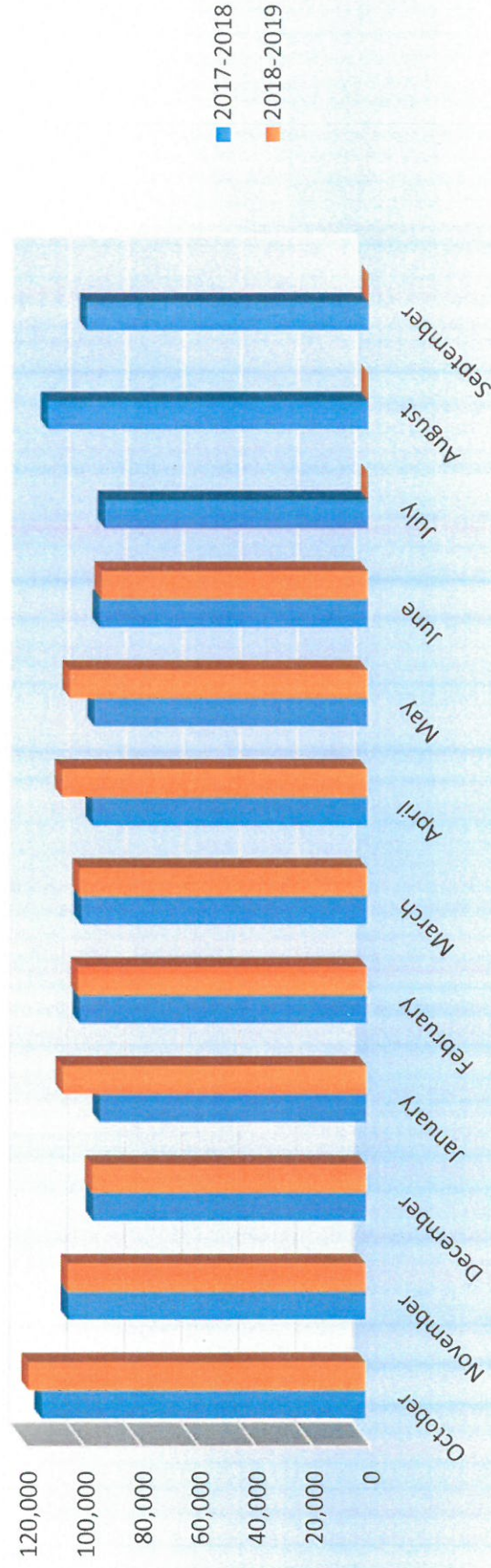
Citrus Connection and PCTS Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	125,714	108,078	113,220	117,763	4%
November	111,028	106,998	104,149	104,192	0%
December	122,018	111,197	95,520	95,813	0%
January	101,190	103,647	93,227	106,078	12%
February	111,486	108,068	100,300	100,900	1%
March	117,618	116,794	99,916	100,448	0%
April	110,754	103,274	95,993	106,578	10%
May	105,362	108,224	95,476	104,034	8%
June	106,252	102,092	93,781	93,028	-1%
July	100,929	98,193	92,042	0	0%
August	115,998	118,104	111,898	0	0%
September	109,705	89,794	98,550	0	0%
Totals	1,338,053	1,274,460	1,194,072	928,834	4%

Citrus Connection and PCTS Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	7,846	7,071	8,654	9,820	13%
November	6,690	7,002	7,940	8,495	8%
December	7,330	7,014	7,660	8,032	5%
January	7,020	7,521	9,478	8,846	-8%
February	7,027	7,413	9,514	8,559	-13%
March	7,780	8,715	10,469	9,204	-15%
April	7,334	7,757	9,947	9,377	-7%
May	7,431	8,460	9,534	9,801	3%
June	7,548	8,374	8,777	8,784	0%
July	6,846	8,131	8,247	0	0%
August	8,166	9,533	9,642	0	0%
September	7,791	6,711	8,437	0	0%
Totals	88,809	93,702	108,299	80,918	-1%

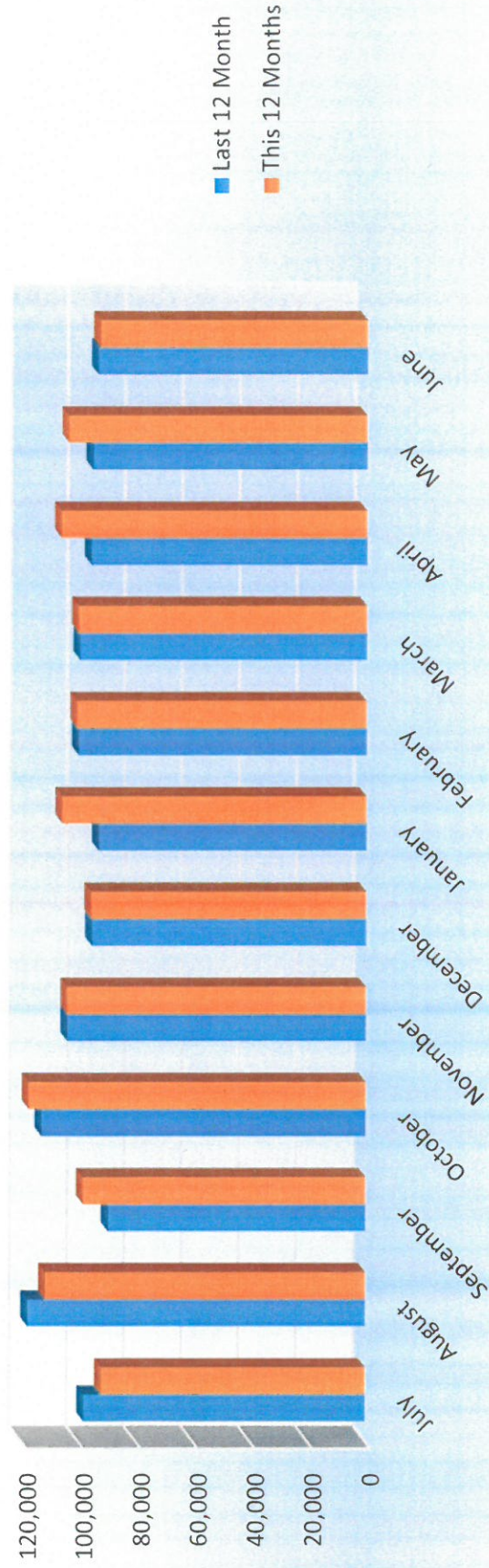
Citrus Connection only Fixed Route Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	83,092	67,636	73,349	74,739	2%
November	73,987	71,083	67,437	66,084	-2%
December	82,287	72,646	60,879	60,217	-1%
January	67,774	70,767	58,830	66,889	11%
February	74,506	71,884	63,140	62,854	0%
March	79,428	78,158	62,897	63,867	1%
April	73,926	67,338	59,873	67,078	11%
May	69,120	72,329	60,039	66,297	9%
June	71,398	67,965	59,754	60,242	1%
July	68,162	66,347	59,884	0	0%
August	76,847	79,427	71,375	0	0%
September	72,624	54,155	62,306	0	0%
Totals	893,149	839,734	759,763	588,267	4%

Citrus Connection only Para-Transit Totals					
	2015-2016	2016-2017	2017-2018	2018-2019	Change
October	4,094	3,229	4,025	4,745	18%
November	3,437	3,252	3,734	3,963	7%
December	3,695	3,154	3,444	3,818	12%
January	3,512	3,507	4,055	4,252	6%
February	3,496	3,505	3,909	4,248	10%
March	3,897	4,040	4,217	4,513	7%
April	3,651	3,694	3,935	4,630	19%
May	3,589	4,060	3,848	4,916	26%
June	3,660	3,880	3,627	4,352	19%
July	3,269	3,681	3,437	0	0%
August	3,866	4,306	3,978	0	0%
September	3,747	6,039	3,396	0	0%
Totals	43,913	46,347	45,605	39,437	13%

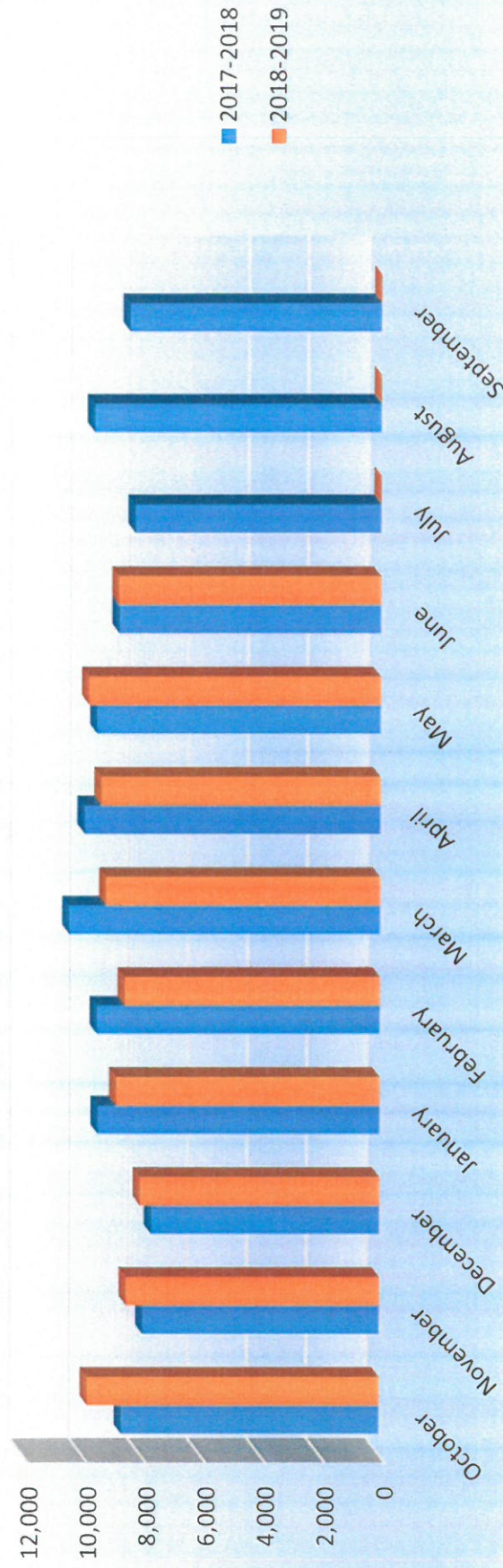
Citrus Connection and PCTS Fixed Route Total Ridership



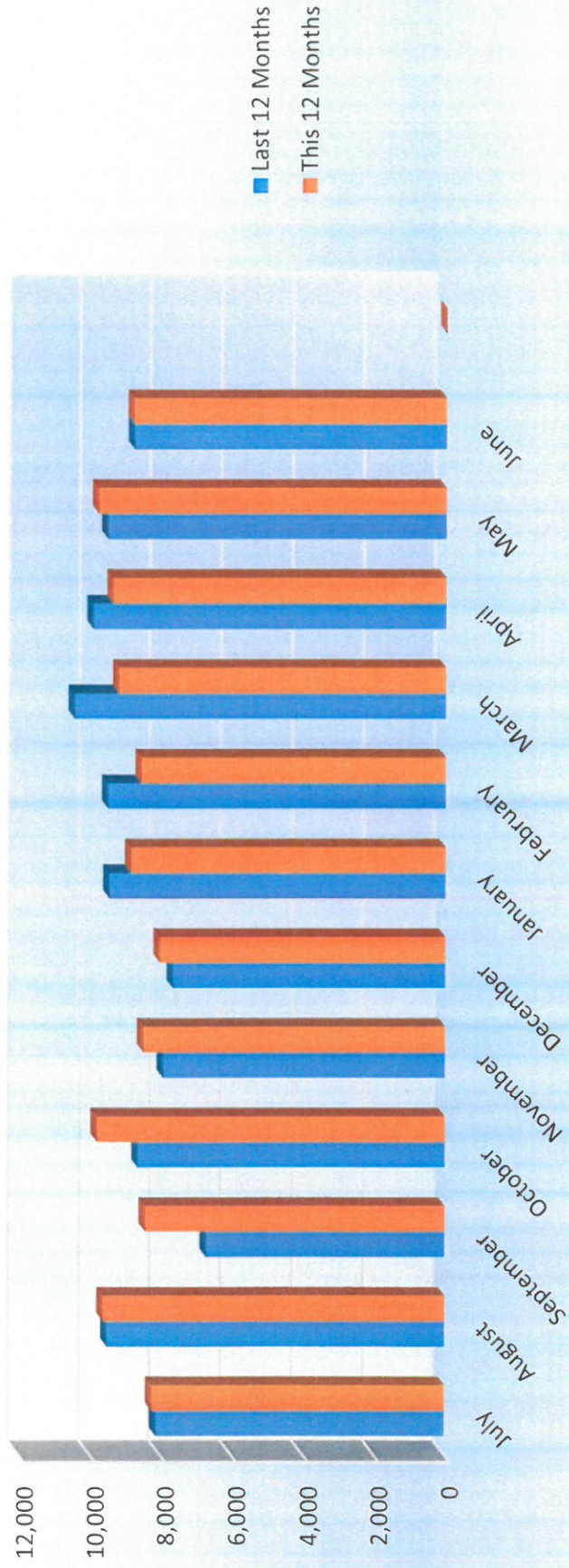
Citrus Connection and PCTS Fixed Over 12 Months



Citrus Connection and PCTS Para-Transit Total Ridership



Citrus Connection and PCTS Para Over 12 Months



UAP Ridership Totals FY 2019	LAMTD	WHAT	Total
May	13,790	9,057	22,847
	11,884	6,875	18,759
UAP Ridership 2019	LAMTD	WHAT	Total
Polk State College			
May	1,322	846	2,168
June	996	707	1,703
LEGOLAND			
May	308	1,125	1,433
June	202	1,038	1,240
South Eastern University			
May	120	14	134
June	99	13	112
COLTS			
May	1,589	879	2,468
June	203	195	398
Veterans			
May	4,164	1,625	5,789
June	3,579	1,339	4,918
Southern Technical College			
May	199	319	518
June	222	300	522
Central Florida Healthcare			
May	1,148	518	1,666
June	1,048	489	1,537
New Beginnings High School			
May	1,096	2,764	3,860
June	255	846	1,101
LDDA			
May	53	0	53
June	54	0	54
PACE			
May	490	240	730
June	245	165	410
Peace River			
May	3,255	711	3,966
June	3,017	528	3,545
Summer of Safety			
May	46	16	62
June	1,964	1,255	3,219

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
Date: AUG 14, 2019
AGENDA ITEM#9

Agenda Item: **Other Business**

Presenter: TBD

Recommended
Action: TBD

Summary: TBD